iPoint | Conflict Minerals Platform

Basic License

User Guide

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1 Getting Started

The "Getting Started" section will cover how to register for the iPoint Conflict Minerals Platform (iPCMP), the administrative capabilities of your account and how to manage your account.

1.1 Registration

Registration is possible in two methods. One method is to register via the website, http://www.conflict-minerals.com/. Another method is to follow a link received in an email sent by a customer.

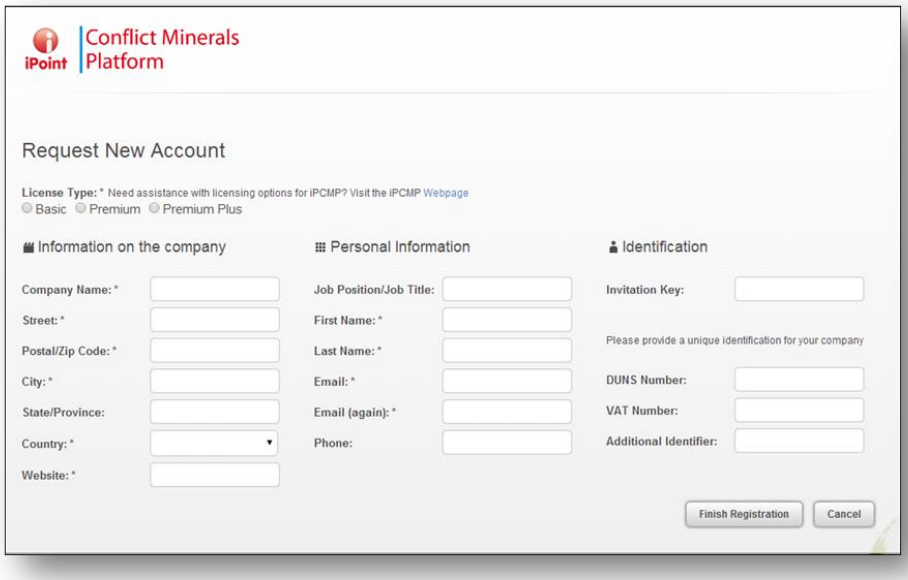
1.1.1 Via sign up from website

1. Go to http://www.conflict-minerals.com/
2. Click "iPCMP Sign Up" (upper right corner of webpage)

3. On the 'Request New Account' screen, select a License type by clicking the corresponding radio button. Find all information on the different license types under http://conflict-minerals.com/licensing/.
4. Populate the starred fields with the appropriate information, and provide a unique identifier for your company [**Figure 1**]

   Note: If possible, please complete the non-required fields

Figure 1; New Account Registration Form



5. After completing the fields, click "Finish Registration"
6. A notification screen will provide information on confirmation of the registration [**Figure 2**]

Figure 2; Email address validation required notification

iPoint
Conflict Minerals Platform
You need to confirm your registration
Thank you for your application to become a member of the iPoint Conflict Minerals Platform.
We sent you an email to verify your email address (check your spam or junk folder if you did not receive this email).
You need to verify your email address by clicking on the link within the activation email we sent you.
Please be aware that after you confirm your registration, it will need to be reviewed by the administrator before you gain access to the iPoint Conflict Minerals Platform.
For more information on "Conflict Minerals", please follow the link below. http://www.conflict-minerals.com/

7. Validate your email address by clicking the link provided in the confirmation email received [**Figure 3**]

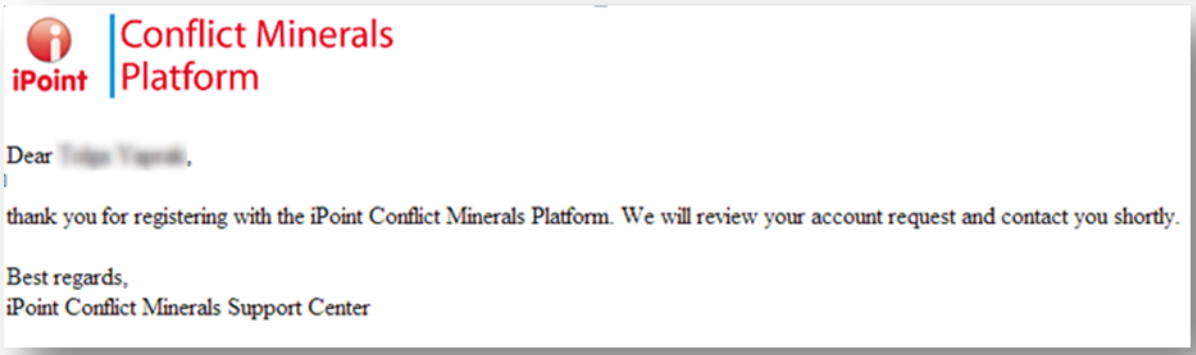
   Note: Please make sure not to block emails from "…@ipoint-systems.com"!

Figure 3; Email address validation email

iPoint
Conflict Minerals Platform
Dear [redacted],
Thank you for registering with the iPoint Conflict Minerals Platform. Please validate your mail address with the following link:
https://app.conflict-minerals.eu/ConflictMinerals/validation?i=2d993551-acd1-4c2b-91e6-fced1b8090bd&n=12
Best regards,
Your iPoint Conflict Minerals Support Center

8. After the link has been clicked, an iPoint administrator will authorize the registration in order to ensure data security [**Figure 4**]

Figure 4; Registration received notification


iPoint Conflict Minerals Platform

Dear [redacted],

thank you for registering with the iPoint Conflict Minerals Platform. We will review your account request and contact you shortly.

Best regards,
iPoint Conflict Minerals Support Center

1.1.2 Via email request from customer

1. Open email from Sender

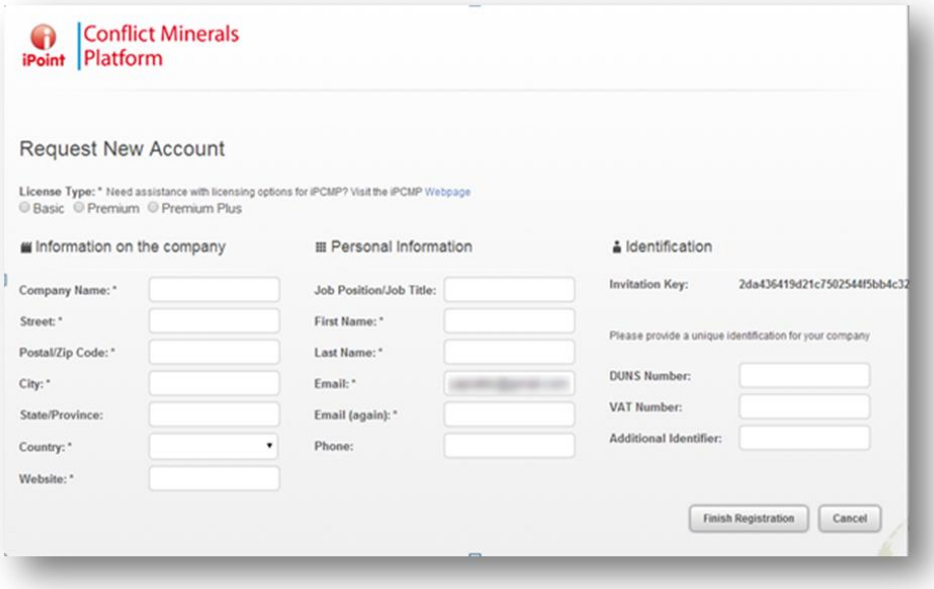
Figure 5; Email text with link to register via an identification key

Visit: http://app.conflict-minerals.com/ConflictMinerals/registration?inv=[redacted] to register your company for the iPoint Conflict Minerals Platform (iPCMP). This link contains a unique key which identifies you as a supplier of Fast Cars - Demo. If the link is not functioning please copy your personal unique key: [redacted], visit the iPoint homepage www.conflict-minerals.com, click on the Sign Up button in the top right hand corner and past it into the Invitation Key field.

2. Follow the link provided in the email [**Figure 5**]
3. Complete steps 4-8 of heading **1.1.1**

Note: The "Email" and "Invitation Key" fields will be automatically populated per the link via the Sender invitation [**Figure 6**]

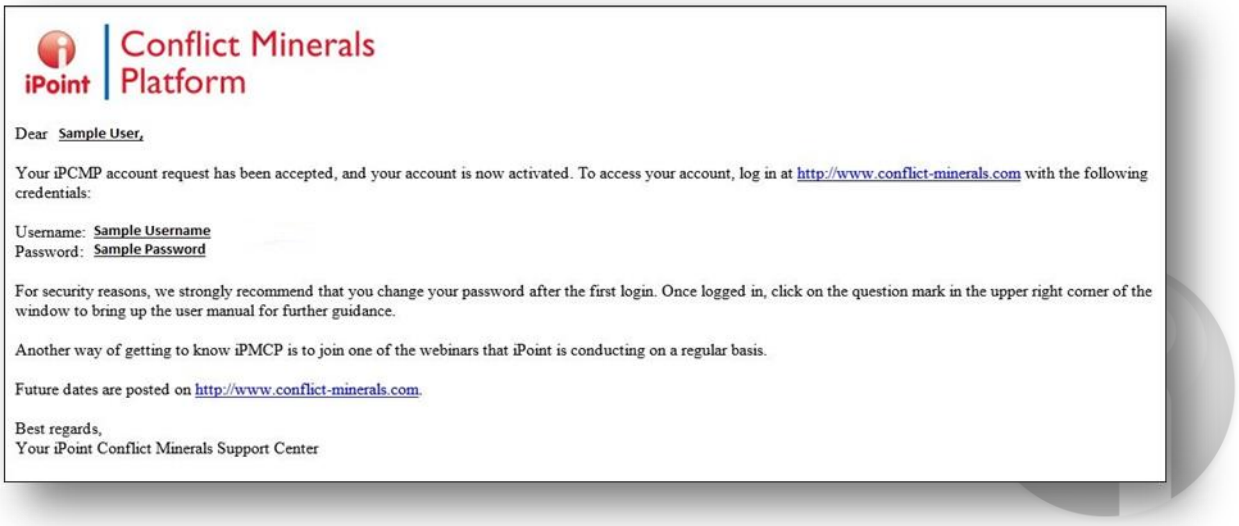
Figure 6; New account request with identification key from Customer email



1.2 *Logging into your account*

1. Upon receipt of a confirmation email from the **Conflict Minerals Support Center** (cm-support@ipoint-systems.com) click the link labeled http://www.conflict-minerals.com as shown in [**Figure 7**]

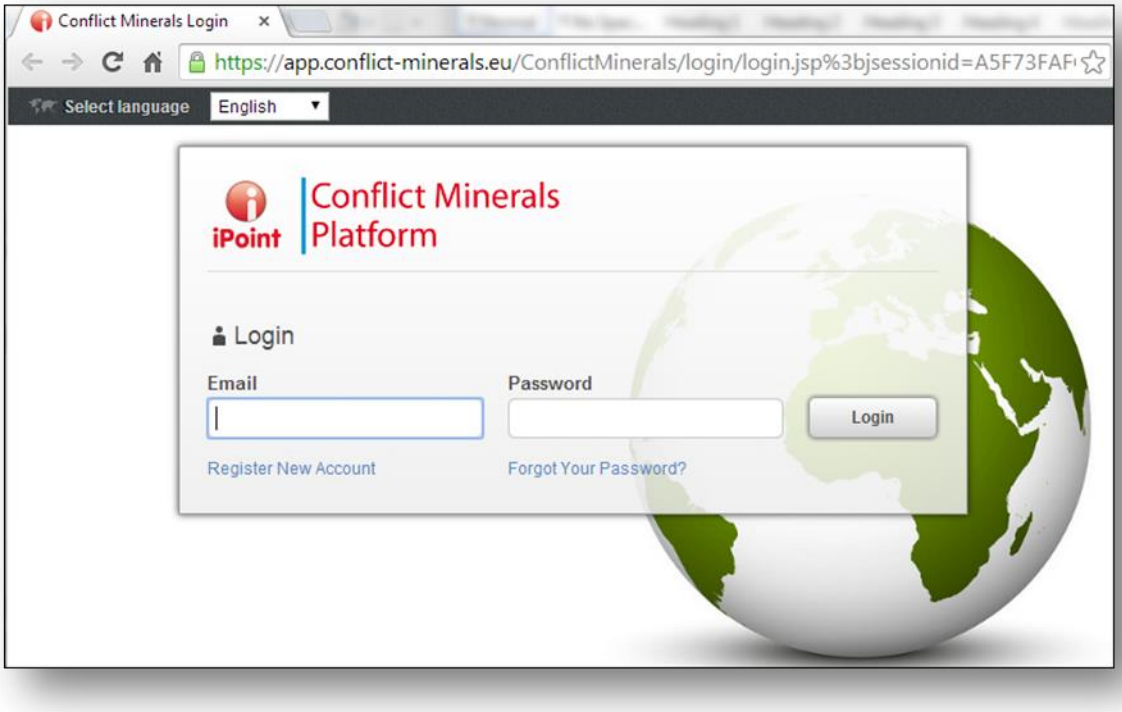
Figure 7; New account activation confirmation


Conflict Minerals Platform
Dear Sample User,
Your iPCMP account request has been accepted, and your account is now activated. To access your account, log in at http://www.conflict-minerals.com with the following credentials:
Username: Sample Username
Password: Sample Password
For security reasons, we strongly recommend that you change your password after the first login. Once logged in, click on the question mark in the upper right corner of the window to bring up the user manual for further guidance.
Another way of getting to know iPMCP is to join one of the webinars that iPoint is conducting on a regular basis.
Future dates are posted on http://www.conflict-minerals.com.
Best regards,
Your iPoint Conflict Minerals Support Center

2. Upon arrival at the webpage provided in the link [**Figure 7**] click

3. Enter appropriate Username and Password into the corresponding fields of [**Figure 8**], as provided in the account activation confirmation [**Figure 7**] then press "Login"

Figure 8; iPCMP Login credentials page

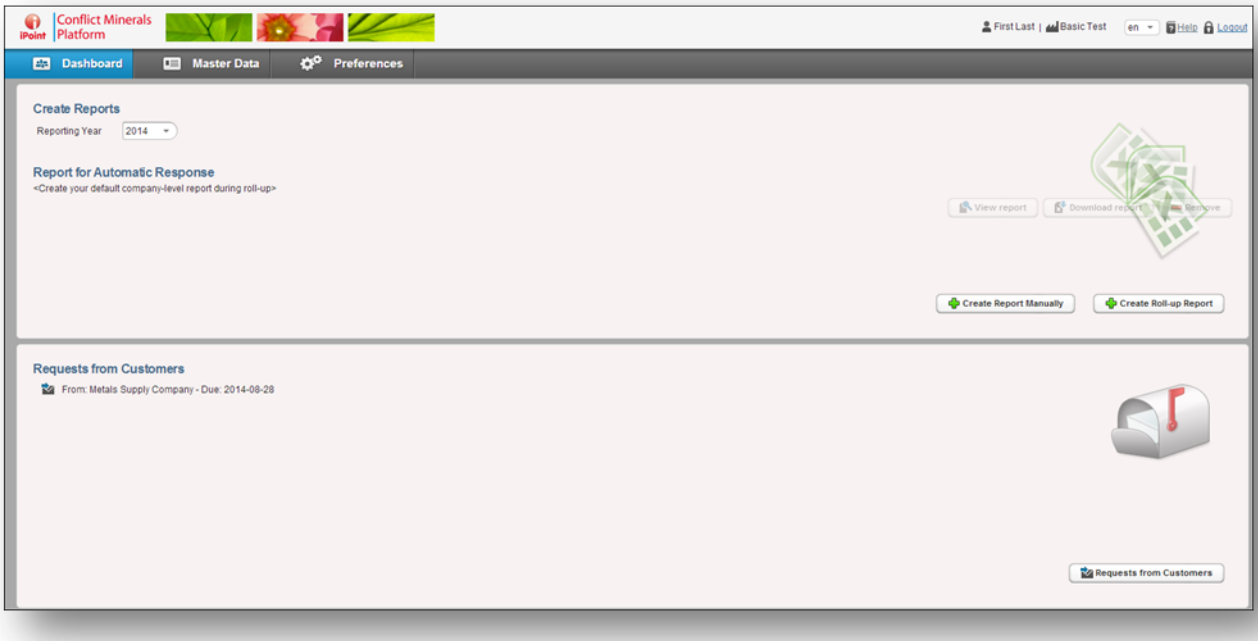


2 Dashboard

The iPCMP Basic License enables Users to access iPCMP for free with limited functionality. A Basic License User can complete their general Company information, create Reports and respond to Customer Requests. For instructions, please refer to headings 1, 3 and 4.

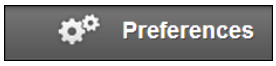
The Basic License dashboard only has two tiles, one for "Create Reports" and one for "Requests from Customers". [**Figure 84**]

Figure 9; Basic License Dashboard



2.1 *Managing your account*

After successful completion of the registration process, logging into iPCMP and arrival at the iPCMP Dashboard, it is then possible to manage different aspects of your account, as detailed below. Aspects relating to company and account information can be found under the tab labeled "Preferences".

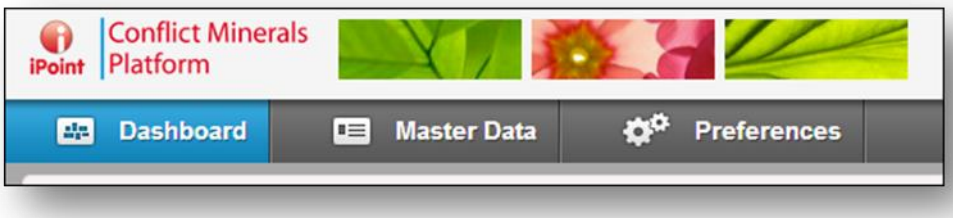


2.1.1 Account Information

2.1.1.1 Change your Password

The first thing to be done after initial login should be to change the password.

1. Go to "Preferences"



2. Enter the current (or provided) password and the new password into the corresponding fields [**Figure 10**]

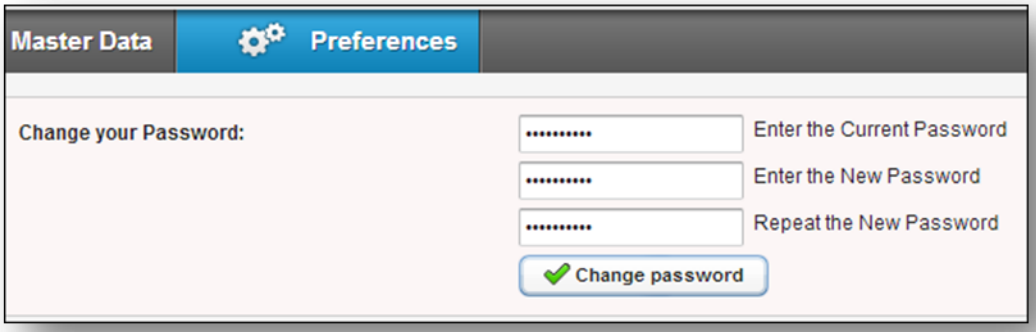
3. To effect the change, click

   *Note: If the new password meets the requirements, the button will be clickable. [**Figure 10**]*

   In the event that the new password does NOT meet the requirements, the

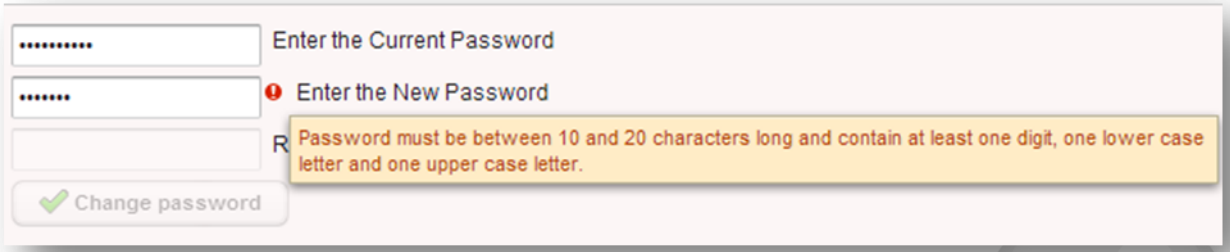
   button will not be clickable. See next step for further instruction regarding password requirements.

Figure 10; Change your Password fields



4. In the event that the new password does not meet the requirements, there will be a notification and further information will not be permissible to enter into the remaining fields. [**Figure 11**] Password requirements can be seen by hovering the mouse over the exclamation point encircled in red in **Figure 11**.

Figure 11; Insufficient password notification


Enter the Current Password
Enter the New Password
Password must be between 10 and 20 characters long and contain at least one digit, one lower case letter and one upper case letter.
Change password

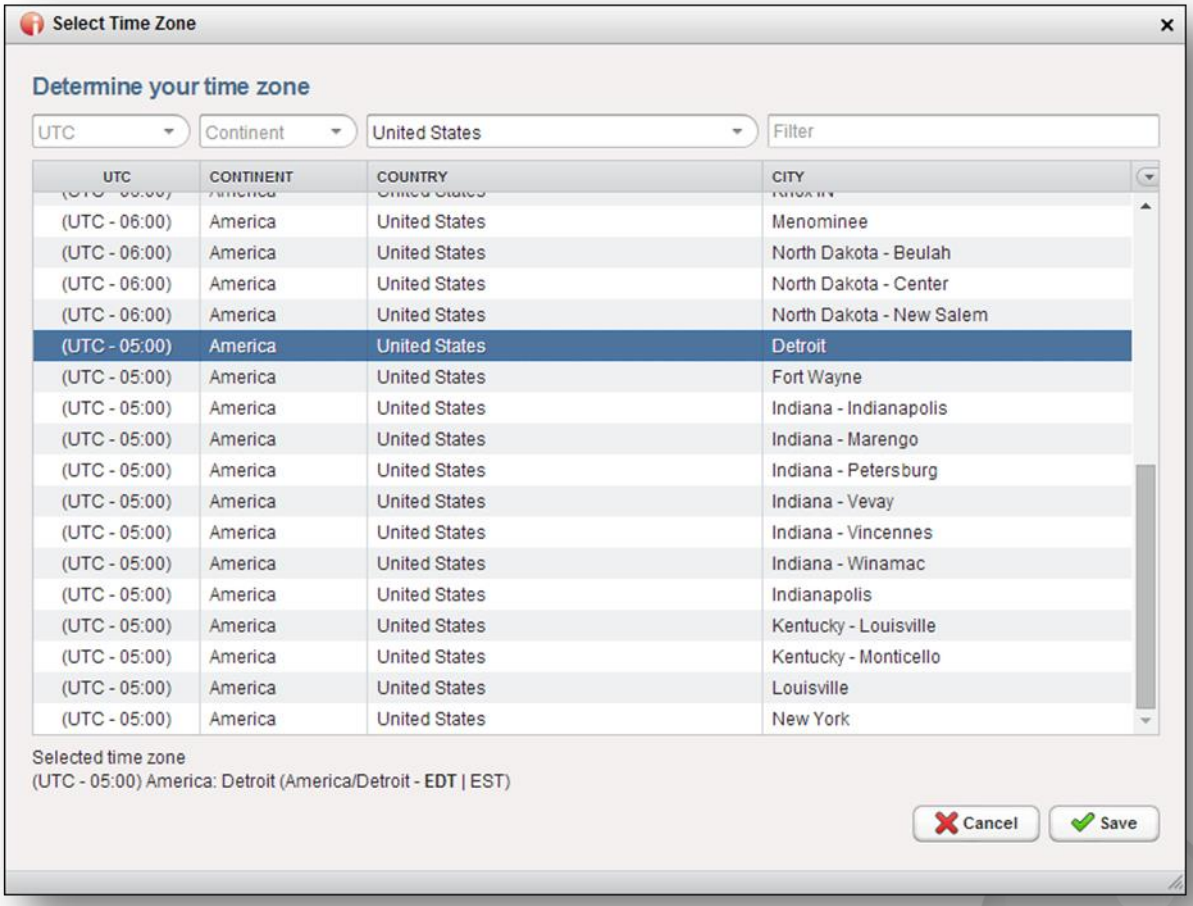
1.1.1.1 Select Time Zone

This function enables that ability to choose a time-zone for the account, and view the current time-zone of the account. The current time zone is labeled beneath "Selected Time Zone", as show in **Figure 12**. To change the time zone, follow the steps below.

Figure 12; Select Time Zone

- Click the "Select Time Zone" button [**Figure 12**]
- Select a time zone from the pop-up screen [Error! Reference source not found.]
    - The ability to narrow a search is available via the 3 drop down menus and 1 'Filter' field at the top of the "Determine your time zone" pop-up screen [**Figure 13**]

Figure 13; Determine your time zone


Select Time Zone
Determine your time zone
UTC
Continent
United States
Filter
UTC
CONTINENT
COUNTRY
CITY
(UTC - 06:00) America United States Menominee
(UTC - 06:00) America United States North Dakota - Beulah
(UTC - 06:00) America United States North Dakota - Center
(UTC - 06:00) America United States North Dakota - New Salem
(UTC - 05:00) America United States Detroit
(UTC - 05:00) America United States Fort Wayne
(UTC - 05:00) America United States Indiana - Indianapolis
(UTC - 05:00) America United States Indiana - Marengo
(UTC - 05:00) America United States Indiana - Petersburg
(UTC - 05:00) America United States Indiana - Vevay
(UTC - 05:00) America United States Indiana - Vincennes
(UTC - 05:00) America United States Indiana - Winamac
(UTC - 05:00) America United States Indianapolis
(UTC - 05:00) America United States Kentucky - Louisville
(UTC - 05:00) America United States Kentucky - Monticello
(UTC - 05:00) America United States Louisville
(UTC - 05:00) America United States New York
Selected time zone
(UTC - 05:00) America: Detroit (America/Detroit - EDT | EST)
Cancel
Save

- Click

to save the time zone of the account [**Figure 13**]

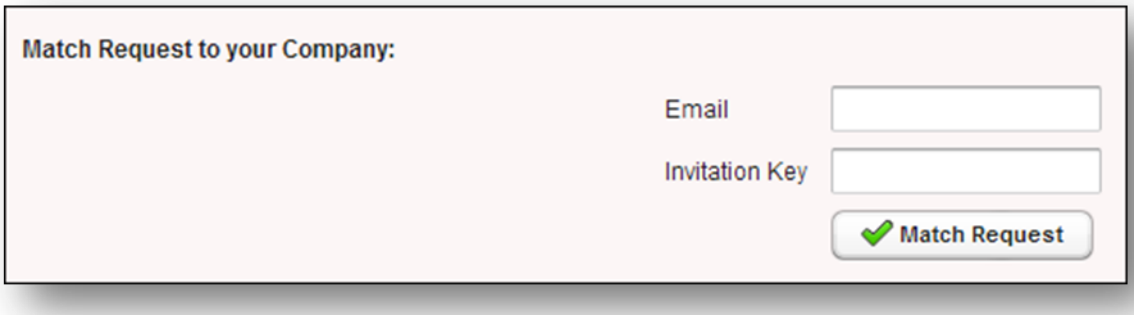
2.1.1.2 Match Request to your Company

Matching a request to "your Company" refers to a scenario in which a Supplier has received a request from a Customer, though not to the particular iPCMP in question. This function enables a Supplier who has received a request from a Customer via email, but already has an existing iPCMP account, whereby

the Supplier can then match the request to their own, specific iPCMP account. The function also enables companies with multiple divisions and/or users who have different iPCMP IDs to ensure that a request from a Customer gets to the correct person. For example, Customer A sends a request to Supplier B. Supplier B has 5 divisions with their own iPCMP accounts. Customer A unknowingly sends a request to Supplier B-1, but actually needs information from Supplier B-4. Thus, Supplier B-4 can utilize this function to ensure that the correct division responds to the correct request.
Follow the steps below to utilize the function.

- Insert the email address of the original recipient into the "Email" field and the received invitation key into the "Invitation Key" field [**Figure 14**]
- Click "Match Request" to complete the process [**Figure 14**]

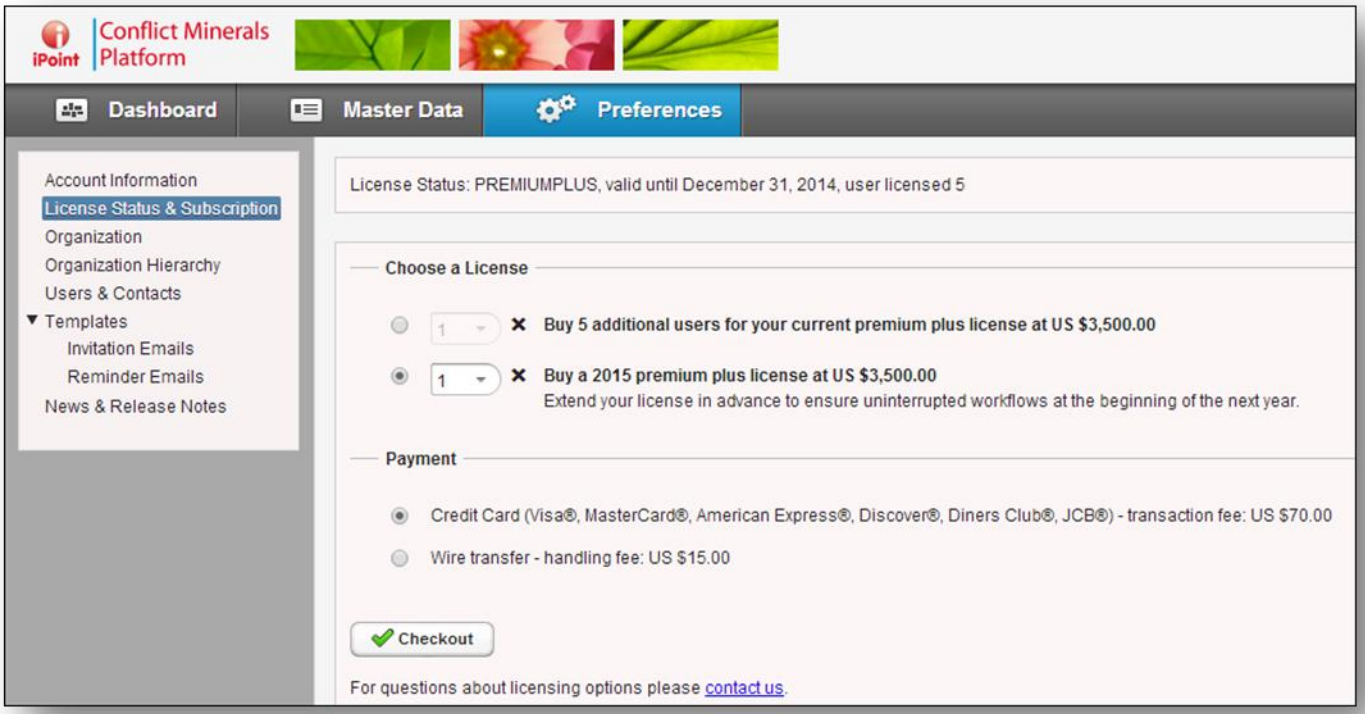
Figure 14; Match Request to your Company



2.1.2 License Status & Subscription

The "License Status & Subscription" area of the "Preferences" tab allows the User to review their current license status, as well as purchase a new license. Furthermore, the ability to purchase additional Users for an account is provided, as well as 2 payment methods. [**Figure 15**]

Figure 15; License Status & Subscription


Conflict Minerals Platform
Dashboard
Master Data
Preferences
Account Information
License Status & Subscription
Organization
Organization Hierarchy
Users & Contacts
Templates
Invitation Emails
Reminder Emails
News & Release Notes
License Status: PREMIUMPLUS, valid until December 31, 2014, user licensed 5
Choose a License
Buy 5 additional users for your current premium plus license at US $3,500.00
Buy a 2015 premium plus license at US $3,500.00
Extend your license in advance to ensure uninterrupted workflows at the beginning of the next year.
Payment
Credit Card (Visa®, MasterCard®, American Express®, Discover®, Diners Club®, JCB®) - transaction fee: US $70.00
Wire transfer - handling fee: US $15.00
Checkout
For questions about licensing options please contact us.

2.1.2.1 License Status

The current license status is available for review at the top of the screen [**Figure 15**]

2.1.2.2 Choose a License

Choosing a license can be divided into 2 different tasks: the first option is to buy rights for 5 additional Users on the current account; the second option is to buy a new license, and/or upgrade. The aforementioned functions can be completed under the "Choose a License" heading of the "License Status & Subscription" screen. [**Figure 15**]

2.1.2.3 Payment

Payment for a new license, upgrade of a license, and/or purchase of additional Users can be completed under the "Payment" heading of the "License Status & Subscription" screen. 2 payment methods are available: Credit Card and Wire transfer. [**Figure 15**] After the User has chosen a license type and a payment method, the process can be completed by clicking

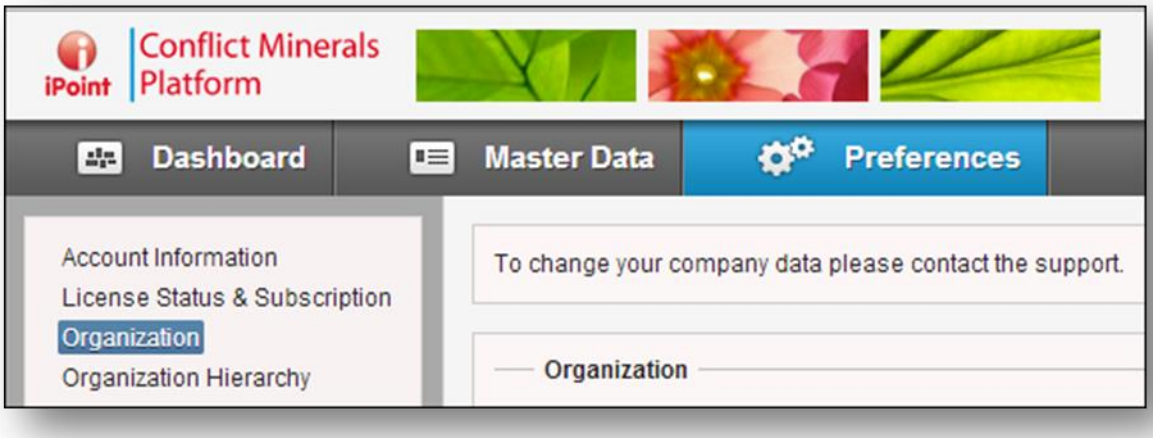
You will be forwarded to an external service provider for the transaction.

2.1.3 Organization

The "Organization" area of the "Preferences" tab allows the User to review their current organization information, designate (select) a management representative, an email sender, cancel all open requests for a particular reporting year, manage specific automated processes, and configure their automated red flags for a given reporting year.

Note: In order to change company information, please contact customer support at cm-support@ipoint-systems.com [**Figure 16**]

Figure 16; 'Organization' area of Preferences tab



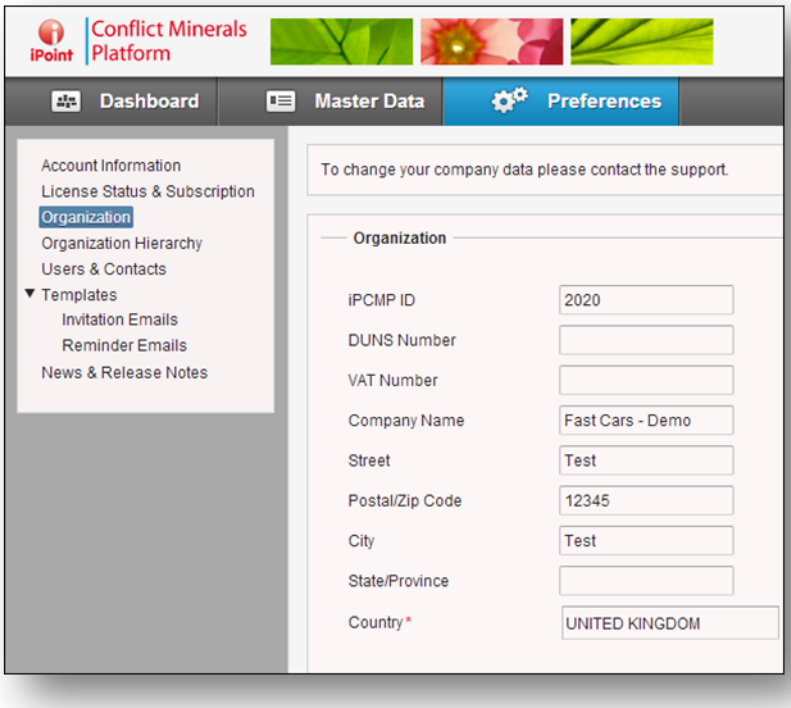
2.1.3.1 Changing company data

Users must contact customer support at cm-support@ipoint-systems.com to change company information [**Figure 16**].

2.1.3.2 Organization

The current company information for the User can be found under 'Organization'. [**Figure 17**] This data will be shown to other iPCMP Users in order to identify you as their supplier or customer.

Figure 17; Organization



2.1.3.3 Management Representative

The "Management Representative" is used in older versions of the CMRT as the responsible person for the content of the template. This has been changed to the "Authorizer" but still this field is available in the iPCMP for older reports. The current Management Representative can be viewed on the main screen of the "Organization" area under the "Preferences" tab. [**Figure 18**]

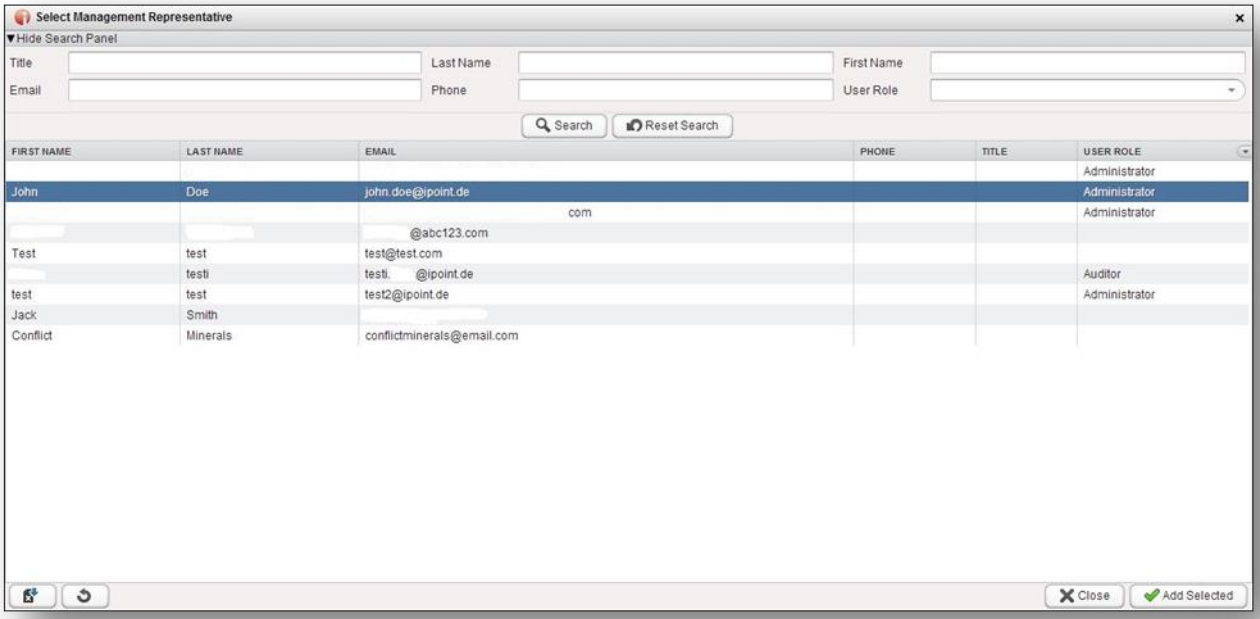
Figure 18; Management Representative

2.1.3.3.1 Select another management representative

- Click from Error! Reference source not found.

- A table with all Users for that specific corresponding iPCMP account will pop-up and automatically populate [**Figure 19**]

Figure 19; Select Management Representative table

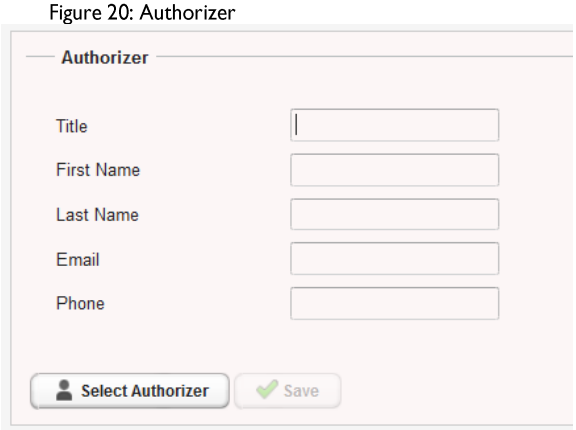


- The row of the selected User will be highlighted in **blue** [**Figure 19**]
- Click to make that User the Management Representative
- The "Management Representative" fields of the "Organization" area under the "Preferences" tab [**Figure 18**] will reflect the current selection
- Click to save this representative as the "Management Representative"

2.1.3.4 Authorizer

The "Authorizer" identifies the person responsible for the content of the declaration. The authorizer may be a different individual from the contact person.
The current "Authorizer" is available for review in the "Organization" area of the "Preferences" tab, under the heading "Authorizer" [**Figure 20**].

Figure 20: Authorizer

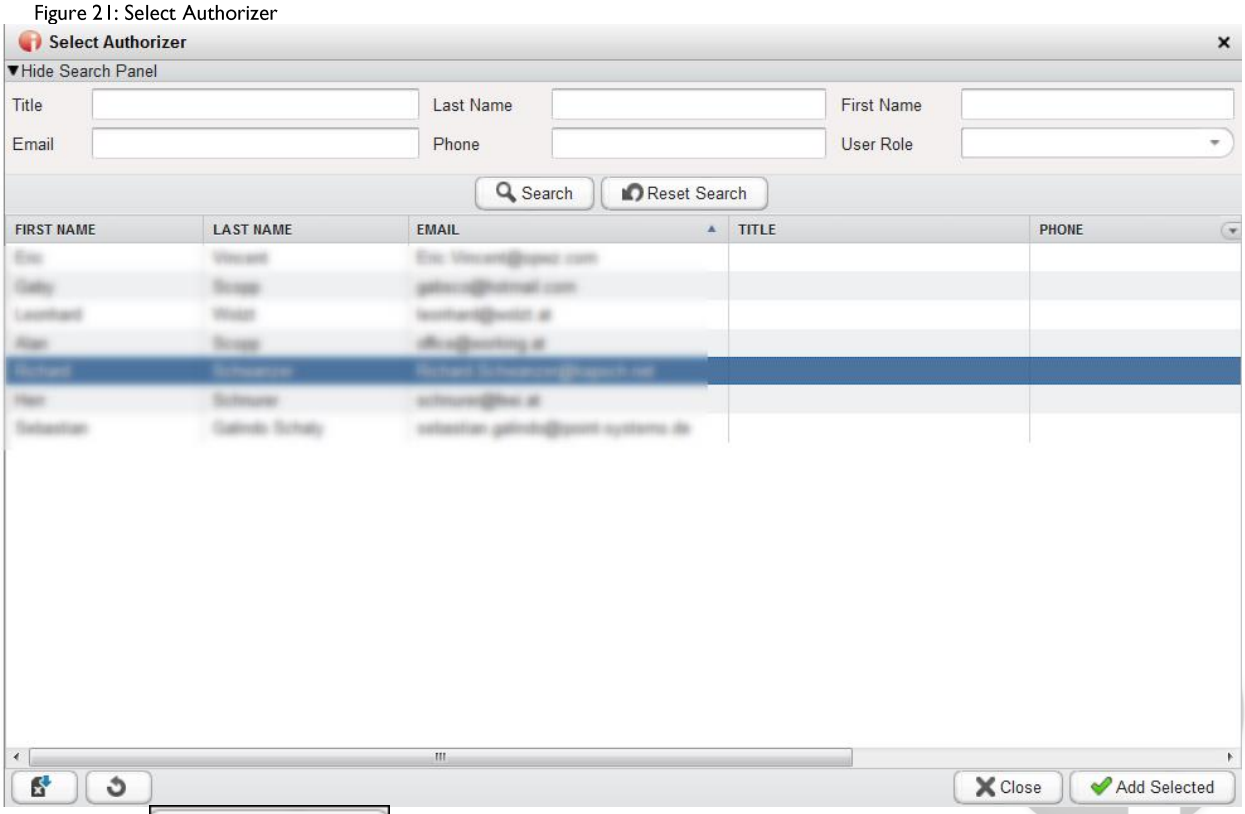


2.1.3.4.1 Change Authorizer

If the person, responsible for the content of your reports changes, please change the Authorizer here.

- Click Select Authorizer [**Figure 20**]
- Select an individual by clicking their row, which will then be highlighted in **blue** [**Figure 21**]

Figure 21: Select Authorizer



- Click Add Selected of **Figure 21**
- Click Save to save this individual as the current "Email Sender" [**Figure 20**]

2.1.4 Users & Contacts

The "Users & Contacts" section of the "Organization" area in the "Preferences" tab allows the User to add, edit, and delete Users as well as contacts affiliated with the account. [**Figure 22**]
"Users" are individuals who have designated roles within the account itself.
"Contacts" are individuals who can be referenced for the account. The Management Representative could be a contact for example.

Figure 22; Users & Contacts

2.1.4.1 Add New User or Contact

A Contact cannot enter the company account but can be used as Management Representative. A Contact does not count as a "User", you can add as many Contacts as you like.

2.1.4.1.1 Add new Contact

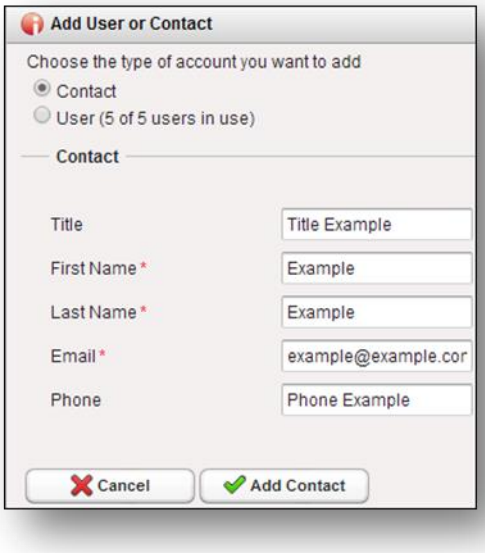
- Click

- Select the corresponding radio button for a "Contact" [**Figure 23**]

Figure 23; Choose type of account to add when adding a new User

- To add a Contact, complete the corresponding fields in **Figure 24** and click

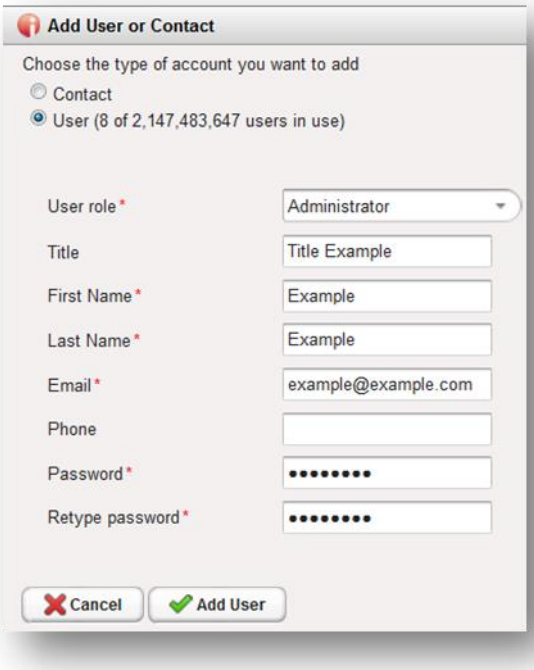
Figure 24; Add a Contact



2.1.4.1.2 Add New User

- Click

Figure 25; Add a User



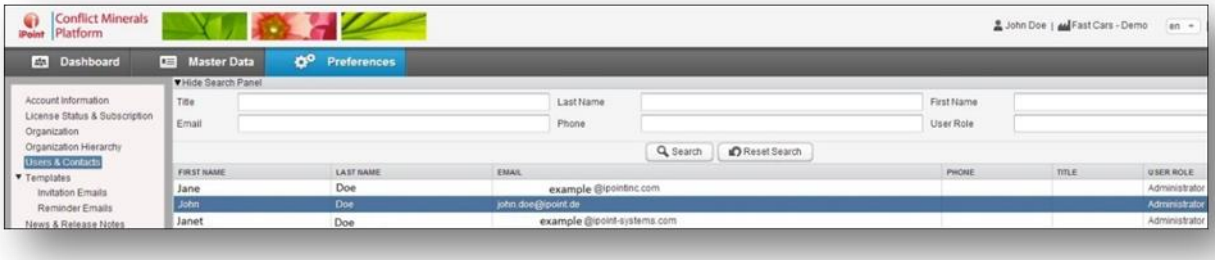
- Select the corresponding radio button for a "User" [**Figure 23**]
- To add a Contact, complete the corresponding fields in **Figure 25** and click

- User role:
    - An Administrator has all rights available in iPCMP. He is able to edit, view and also add/change the organization data of user accounts.
    - An Editor is able to edit and view reports and may add/change Users, answer requests or accept/reject reports but does not have Administrator rights to add/change organization data.
    - An Auditor is able to view reports but unable to edit.

2.1.4.2 Edit User or Contact

- To edit a User or contact affiliated with the account, click a name and the row will highlight in **blue** [**Figure 26**]

Figure 26; Edit a User or Contact

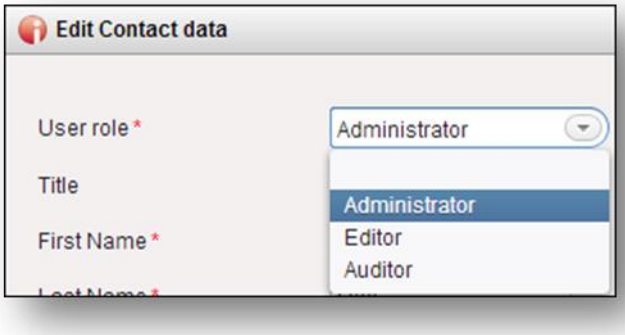


- After the correct individual has been selected to edit and their row is highlighted, click

2.1.4.2.1 Edit a User

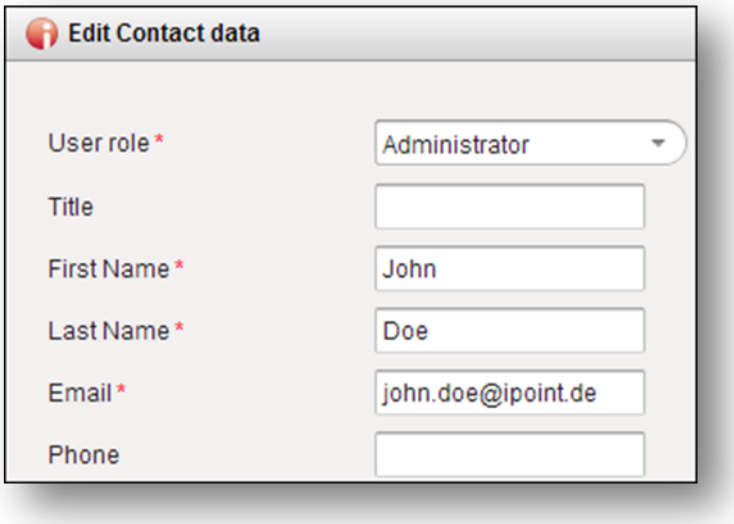
- Follow the steps outlined in **2.1.4.2**
- Edit the role for the User utilizing the drop down menu, if applicable [**Figure 27**]

Figure 27; User role drop down menu selection



- Edit the corresponding fields that need to be edited [**Figure 28**]

Figure 28; Edit contact data for User



- Click Save to complete the editing

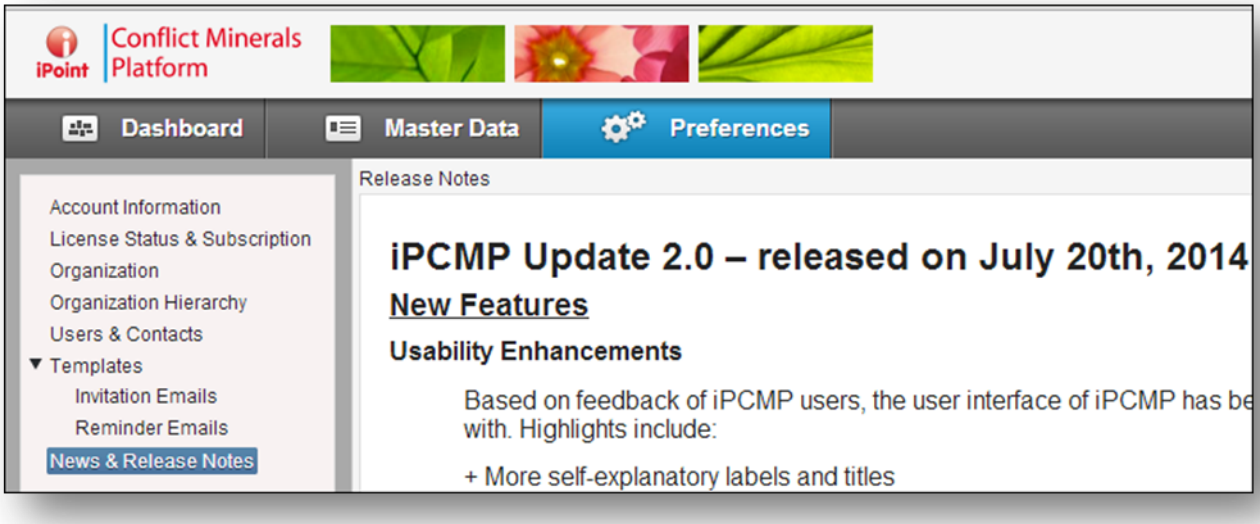
2.1.4.3 Deleting a Contact

- To delete a Contact, select the Contact and their row will be highlighted in **blue** [**Figure 26**]
- Click Delete

2.1.5 News & Release Notes

The "News & Release Notes" section of the "Preferences" tab provides information on all feature enhancements and improvements of the tool, and their corresponding dates. [**Figure 29**]

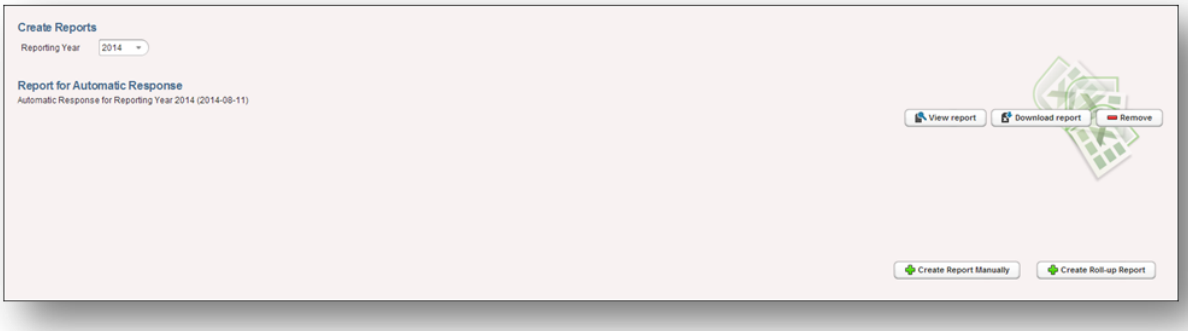
Figure 29; News & Release Notes



3 Create a Report

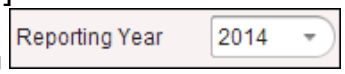
There are 2 ways to create a Report in iPCMP. The User can then Create Report Manually, or Create a Roll-up Report.

Figure 30; Create Reports Tile



3.1 Create Report Manually

Creating a Report manually has the advantage of enabling the User to use automated functions embedded in iPCMP. The function takes the User through a series of prompts in iPCMP that eliminates human error.

- Review and confirm Reporting Year for Report [**Figure 30**]
- If necessary, change Reporting Year using drop down menu 

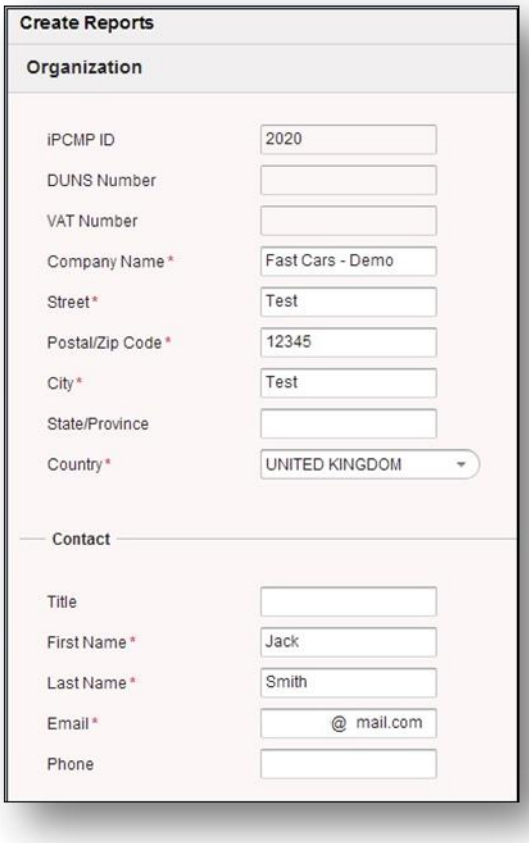
[**Figure 30**]
- Click

[**Figure 30**]

3.1.1 Organization Information

iPCMP will prompt the User to review and confirm the Organization data auto-populated from the Organization data from heading **2.1.3** [**Figure 31**]

Figure 31; Manual Report - Auto-Populated Organization Data

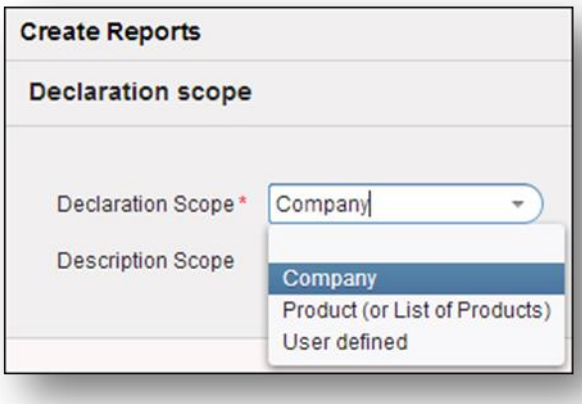


- Edit and/or complete any fields as necessary, determined by the User [**Figure 31**]
- Click

3.1.1.1 Select a Declaration Scope

- Select a Declaration Scope using the drop down menu [**Figure 32**]

Figure 32; Declaration Scope Drop Down Menu



3.1.1.1.1 Types of Declaration Scopes

3.1.1.1.1.1 Company

Company-level declaration scopes report information on the company as a whole unit.

3.1.1.1.1.2 Product (or List of Products)

Product (or List of Products) level declaration scopes are for information about specific products, or lists of products.

3.1.1.1.1.3 User defined

The User defined level scope is defined by the User.

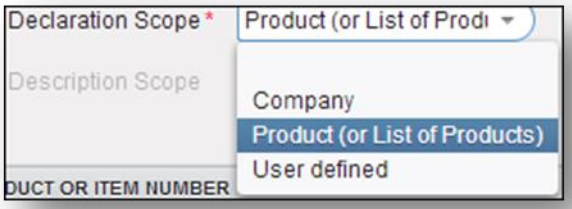
3.1.1.1.2 Company Level Declaration

- Select "Company" from the drop down menu [**Figure 32**]
- Click

3.1.1.1.3 Product (or List of Products) Level Declaration

- Select "Product (or List of Products)" from the drop down menu [**Figure 33**]

Figure 33; Declaration Scope Drop Down Menu- Product Level



- Manage the Products to report by utilizing the options of the Product Management Toolbar [**Figure 34**]

Figure 34; Product Management Toolbar

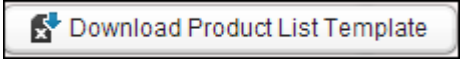
3.1.1.1.3.1 Upload Product List

The User can upload a list of products into iPCMP to report.

- Click

3.1.1.1.3.2 Download Product List Template

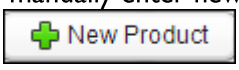
The User can download a template that matches the product list in iPCMP.

- Click 

- Complete the corresponding fields of the template
- Upload Product List

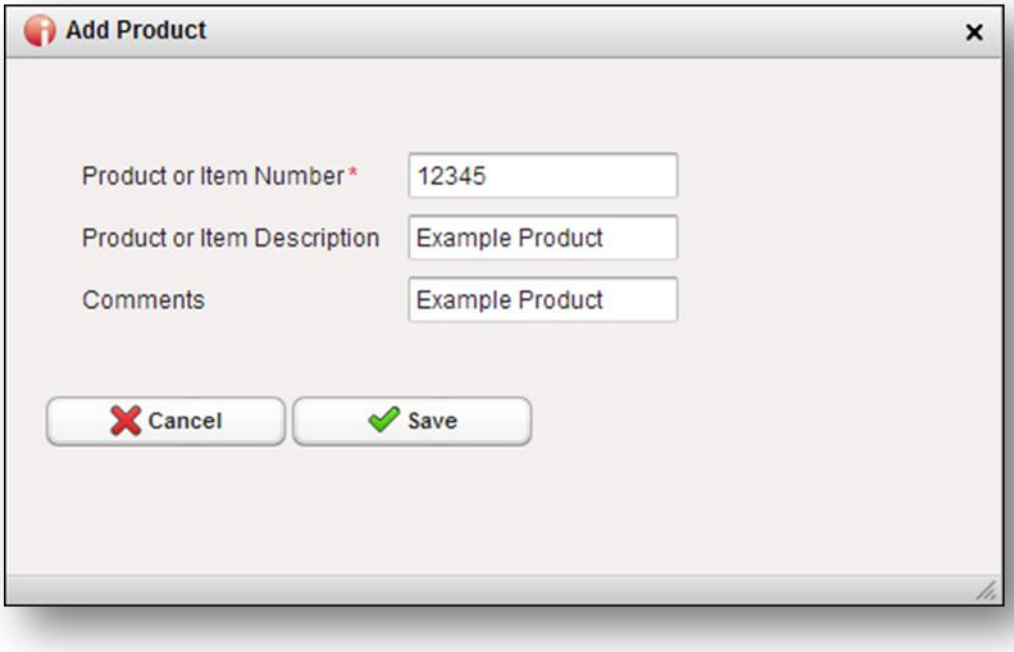
3.1.1.1.3.3 New Product

The User can manually enter new products

- Click 

- Complete the corresponding fields of **Figure 35**
- Click

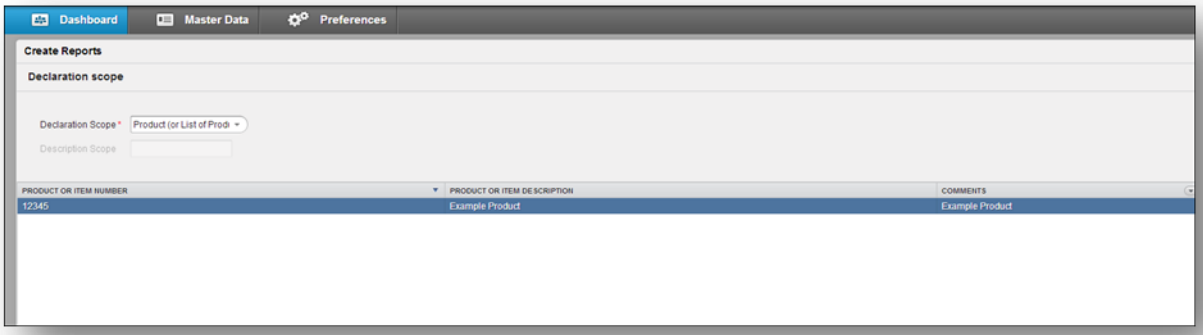
Figure 35; Add Product Prompt



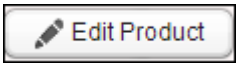
3.1.1.1.3.4 Remove Product

- Select the Product to remove from the Product List of the Declaration scope view [**Figure 36**]
- Click

Figure 36; Product List - Declaration Scope



3.1.1.1.3.5 Edit Product

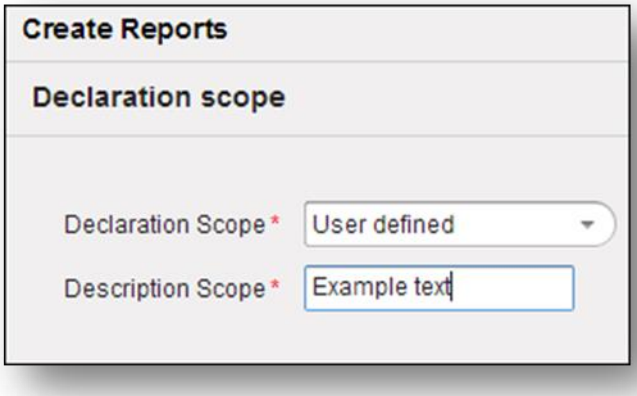
- Select the Product to edit from the Product List view of the Declaration Scope [**Figure 36**]
- Click 

- Complete Steps 2 & 3 of heading **3.1.1.1.3.3**

3.1.1.1.4 User Defined Level Declaration

- Select "User defined" from the drop down menu [**Figure 37**]
- Complete the "Description Scope" field [**Figure 37**]

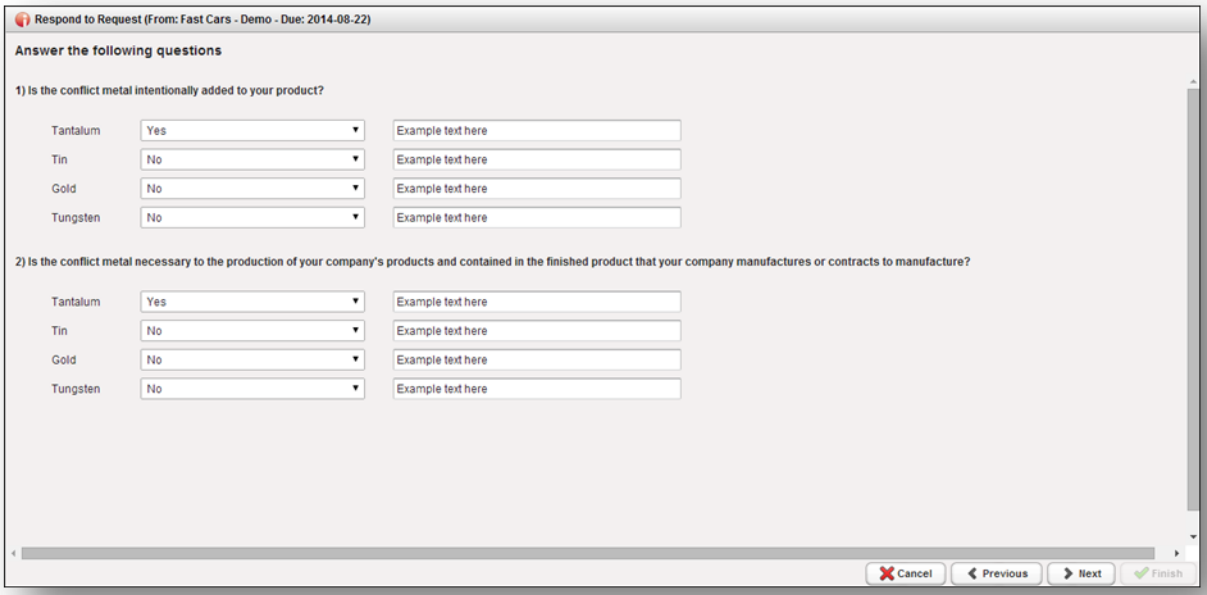
Figure 37; User Defined Declaration Scope



3.1.2 Questions 1-7

- Questions can be completed by utilizing the drop down menu for each corresponding metal and by entering text into the "Comments" field [**Figure 38**]

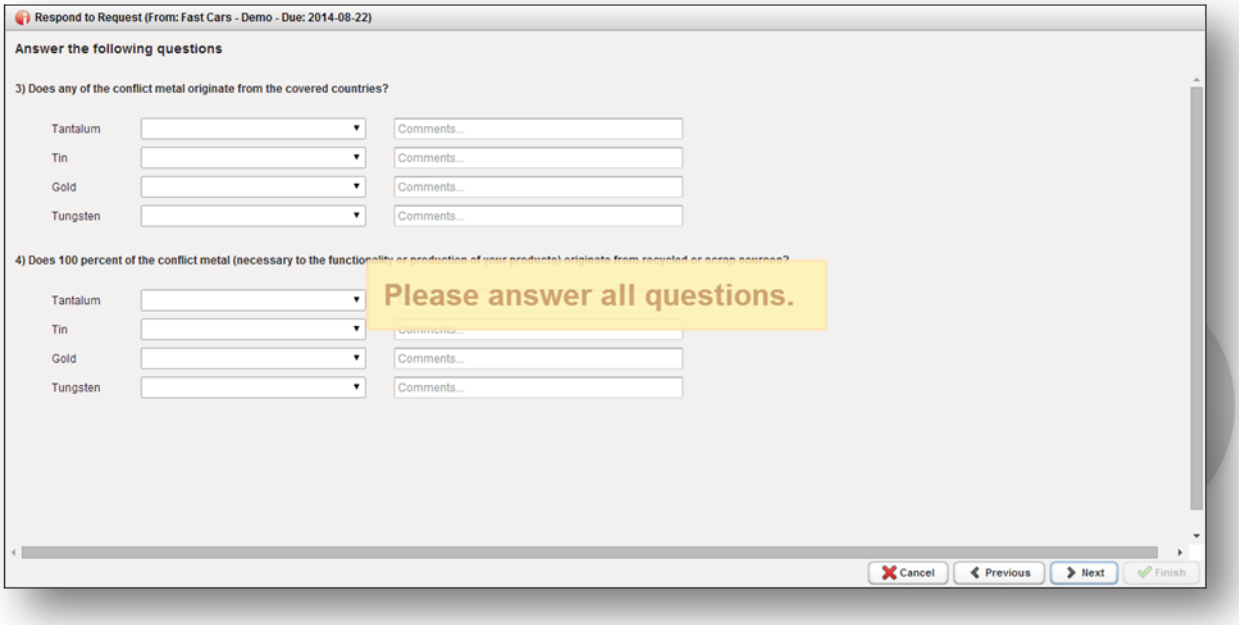
Figure 38; Questions 1-7


Respond to Request (From: Fast Cars - Demo - Due: 2014-08-22)
Answer the following questions
1) Is the conflict metal intentionally added to your product?
Tantalum Yes Example text here
Tin No Example text here
Gold No Example text here
Tungsten No Example text here
2) Is the conflict metal necessary to the production of your company's products and contained in the finished product that your company manufactures or contracts to manufacture?
Tantalum Yes Example text here
Tin No Example text here
Gold No Example text here
Tungsten No Example text here
Cancel
Previous
Next
Finish

- Click

- Repeat Steps 1-2 for the remainder of the 7 questions
- If there is a discrepancy in the completed fields or if there are blank fields, the User will be prompted to review and complete the fields [**Figure 39**]

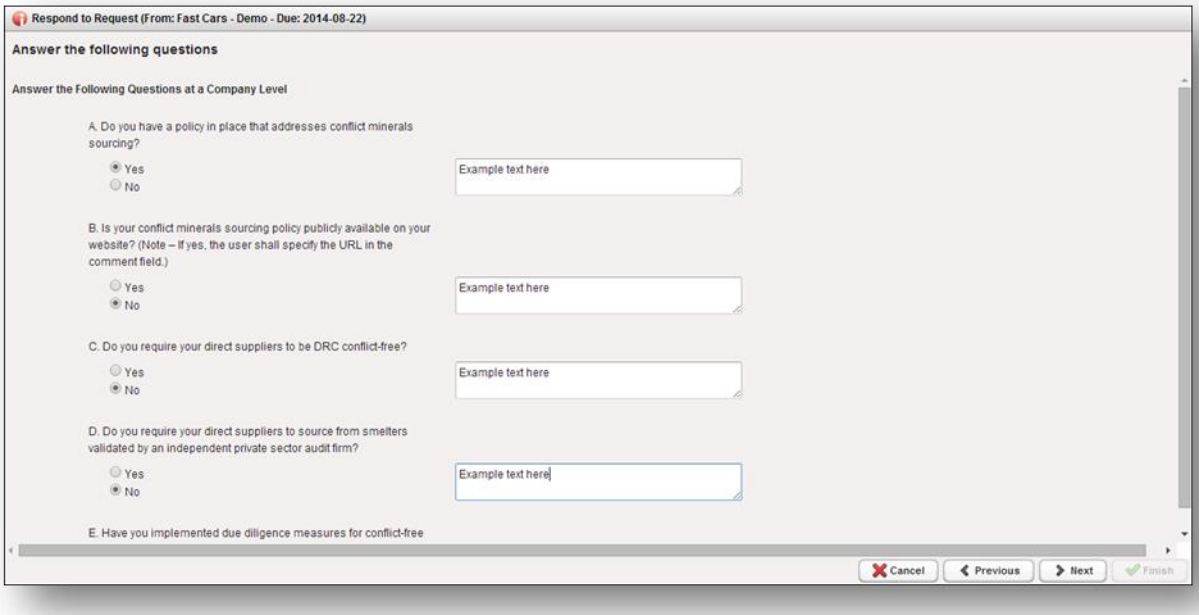
Figure 39; Incomplete Field Prompt


Respond to Request (From: Fast Cars - Demo - Due: 2014-08-22)
Answer the following questions
3) Does any of the conflict metal originate from the covered countries?
Tantalum Comments...
Tin Comments...
Gold Comments...
Tungsten Comments...
4) Does 100 percent of the conflict metal (necessary to the functionality or production of your products) originate from recycled or scrap sources?
Please answer all questions.
Tantalum
Tin
Gold Comments...
Tungsten Comments...
Cancel
Previous
Next
Finish

3.1.3 Questions A-J

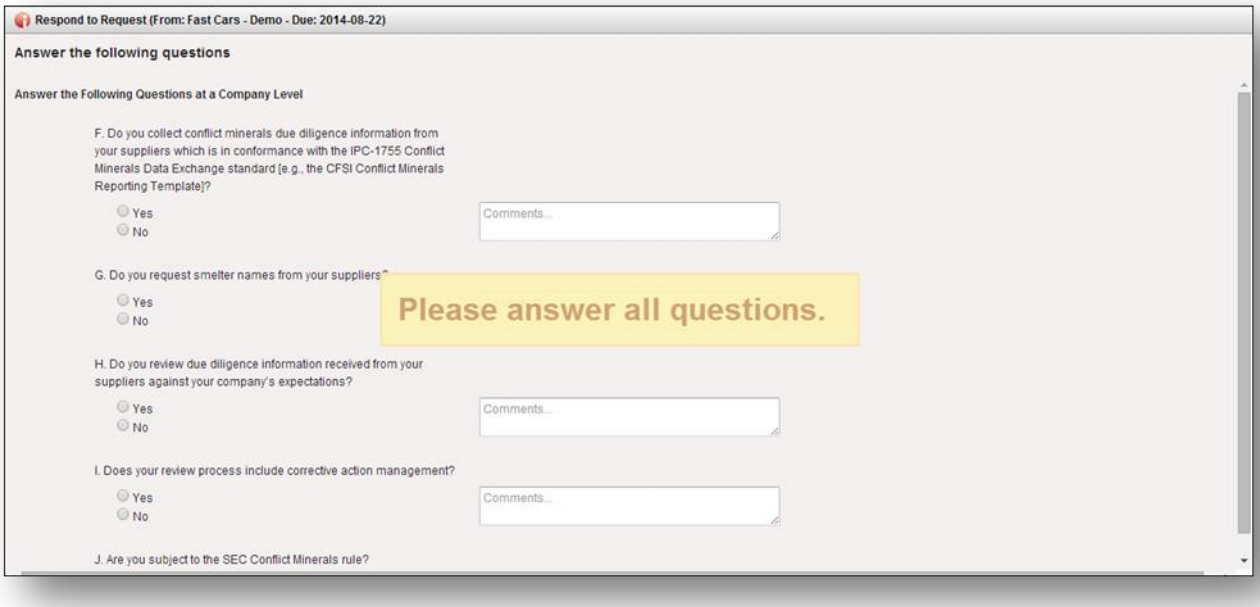
- Complete Questions A-J by selecting the radio button for each question [**Figure 40**]
- The User may insert text into the "Comments" field [**Figure 40**]

Figure 40; Questions A-J


Respond to Request (From: Fast Cars - Demo - Due: 2014-08-22)
Answer the following questions
Answer the Following Questions at a Company Level
A. Do you have a policy in place that addresses conflict minerals sourcing?
Yes
No
Example text here
B. Is your conflict minerals sourcing policy publicly available on your website? (Note – If yes, the user shall specify the URL in the comment field.)
Yes
No
Example text here
C. Do you require your direct suppliers to be DRC conflict-free?
Yes
No
Example text here
D. Do you require your direct suppliers to source from smelters validated by an independent private sector audit firm?
Yes
No
Example text here
E. Have you implemented due diligence measures for conflict-free
Cancel
Previous
Next
Finish

- If there is a discrepancy in the completed fields or if there are blank fields, the User will be prompted to review and complete the fields [**Figure 41**]

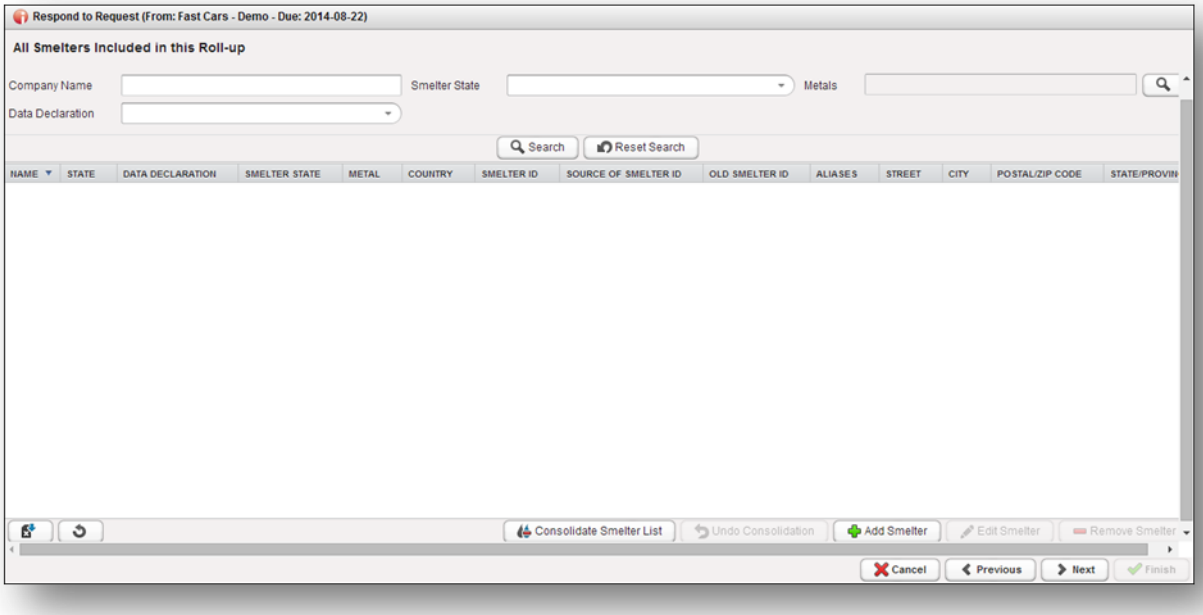
Figure 41; Questions A-J Discrepant Information Error Prompt


Respond to Request (From: Fast Cars - Demo - Due: 2014-08-22)
Answer the following questions
Answer the Following Questions at a Company Level
F. Do you collect conflict minerals due diligence information from your suppliers which is in conformance with the IPC-1755 Conflict Minerals Data Exchange standard [e.g., the CFSI Conflict Minerals Reporting Template]?
Yes
No
Comments...
G. Do you request smelter names from your suppliers?
Yes
No
Please answer all questions.
H. Do you review due diligence information received from your suppliers against your company's expectations?
Yes
No
Comments...
I. Does your review process include corrective action management?
Yes
No
Comments...
J. Are you subject to the SEC Conflict Minerals rule?

3.1.4 Smelter Selection

The User may add smelters to their declaration as needed. [**Figure 42**]

Figure 42; All Smelters Included in this Roll-up



3.1.4.1 Add Smelter to Report Roll-up

- Click

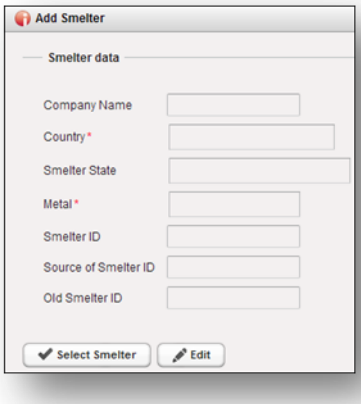
[**Figure 42**]

3.1.4.1.1 Select an Existing Smelter

- Click

from the pre-populated prompt [**Figure 43**]

Figure 43; Pre-Populated 'Add Smelter' Prompt



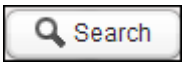
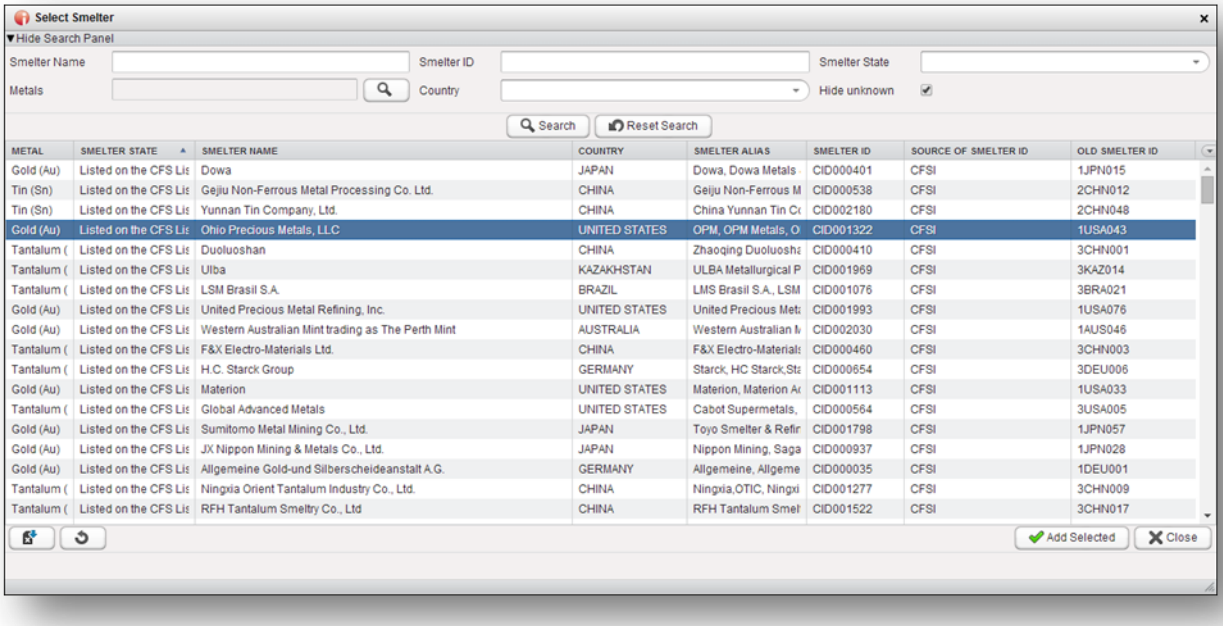
- Click  on the "Select Smelter" Wizard for the screen to populate [**Figure 44**]
- Select a Smelter [**Figure 44**]
- Click

Figure 44; Select Smelter Wizard


Select Smelter
Hide Search Panel
Smelter Name
Smelter ID
Smelter State
Metals
Country
Hide unknown
Search
Reset Search
METAL
SMELTER STATE
SMELTER NAME
COUNTRY
SMELTER ALIAS
SMELTER ID
SOURCE OF SMELTER ID
OLD SMELTER ID
Gold (Au) Listed on the CFS Lis Dowa JAPAN Dowa, Dowa Metals CID000401 CFSI 1JPN015
Tin (Sn) Listed on the CFS Lis Gejiu Non-Ferrous Metal Processing Co. Ltd. CHINA Geiju Non-Ferrous M CID000538 CFSI 2CHN012
Tin (Sn) Listed on the CFS Lis Yunnan Tin Company, Ltd. CHINA China Yunnan Tin C CID002180 CFSI 2CHN048
Gold (Au) Listed on the CFS Lis Ohio Precious Metals, LLC UNITED STATES OPM, OPM Metals, O CID001322 CFSI 1USA043
Tantalum (Listed on the CFS Lis Duoluoshan CHINA Zhaoqing Duoluosha CID000410 CFSI 3CHN001
Tantalum (Listed on the CFS Lis Ulba KAZAKHSTAN ULBA Metallurgical P CID001969 CFSI 3KAZ014
Tantalum (Listed on the CFS Lis LSM Brasil S.A. BRAZIL LMS Brasil S.A., LSM CID001076 CFSI 3BRA021
Gold (Au) Listed on the CFS Lis United Precious Metal Refining, Inc. UNITED STATES United Precious Met CID001993 CFSI 1USA076
Gold (Au) Listed on the CFS Lis Western Australian Mint trading as The Perth Mint AUSTRALIA Western Australian M CID002030 CFSI 1AUS046
Tantalum (Listed on the CFS Lis F&X Electro-Materials Ltd. CHINA F&X Electro-Materials CID000460 CFSI 3CHN003
Tantalum (Listed on the CFS Lis H.C. Starck Group GERMANY Starck, HC Starck,Sta CID000654 CFSI 3DEU006
Gold (Au) Listed on the CFS Lis Materion UNITED STATES Materion, Materion Ac CID001113 CFSI 1USA033
Tantalum (Listed on the CFS Lis Global Advanced Metals UNITED STATES Cabot Supermetals, CID000564 CFSI 3USA005
Gold (Au) Listed on the CFS Lis Sumitomo Metal Mining Co., Ltd. JAPAN Toyo Smelter & Refir CID001798 CFSI 1JPN057
Gold (Au) Listed on the CFS Lis JX Nippon Mining & Metals Co., Ltd. JAPAN Nippon Mining, Saga CID000937 CFSI 1JPN028
Gold (Au) Listed on the CFS Lis Allgemeine Gold-und Silberscheideanstalt A.G. GERMANY Allgemeine, Allgeme CID000035 CFSI 1DEU001
Tantalum (Listed on the CFS Lis Ningxia Orient Tantalum Industry Co., Ltd. CHINA Ningxia,OTIC, Ningxi CID001277 CFSI 3CHN009
Tantalum (Listed on the CFS Lis RFH Tantalum Smeltry Co., Ltd CHINA RFH Tantalum Smel CID001522 CFSI 3CHN017
Add Selected
Close

3.1.4.1.1.1 Edit Smelter Data

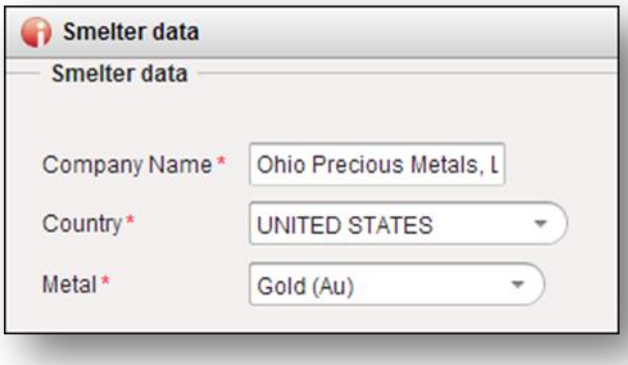
Following the auto-population of the Smelter data fields by 'selecting' a smelter, it is still possible for the User to edit the information to best reflect their supply chain. [**Figure 45**]

Figure 45; Selected Smelter Auto-Populated Fields

- Click

- Edit the corresponding data fields of the "Smelter Data" edit Wizard [**Figure 46**]

Figure 46; Smelter Data Edit Wizard



- Click

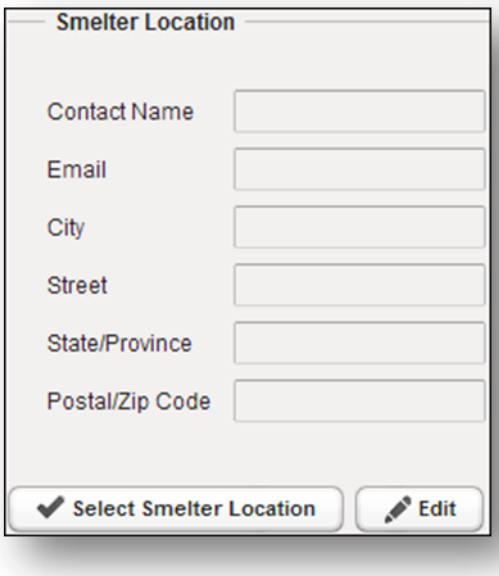
3.1.4.1.1.2 Select/Edit Smelter Location

To "Select" Smelter Location, the User must have the information previously entered, or enter at the time of creating the report.

- Click

[**Figure 47**]

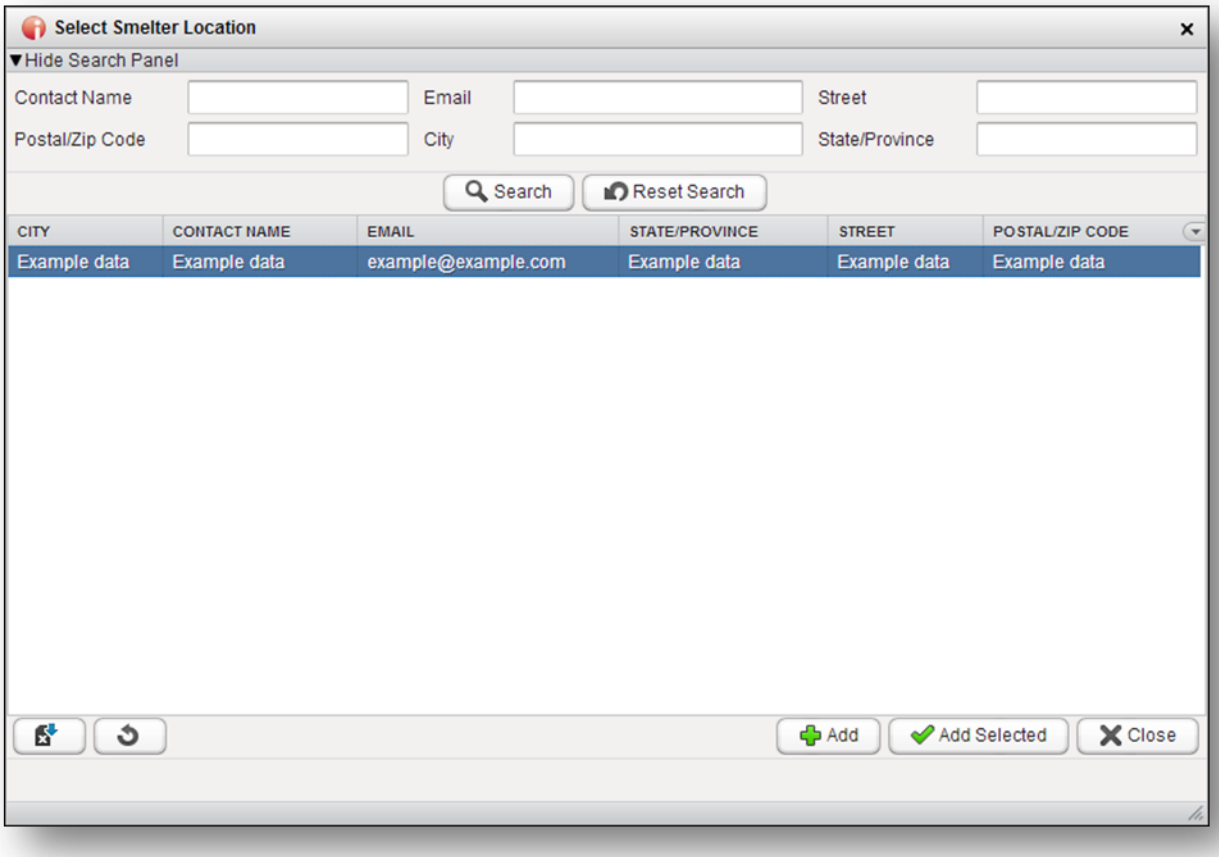
Figure 47; Smelter Location



- Click

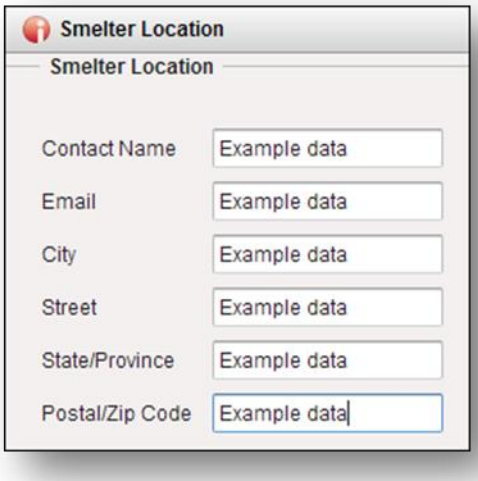
on the "Select Smelter Location Wizard" [**Figure 48**]

Figure 48; Select Smelter Location Wizard



- If there are no existing entries, click
- Complete the corresponding fields for which information exists [**Figure 49**]

Figure 49; Edit Smelter Location Data Wizard



- Click Save
- Select the desired Smelter Location [**Figure 48**]
- Click Add Selected

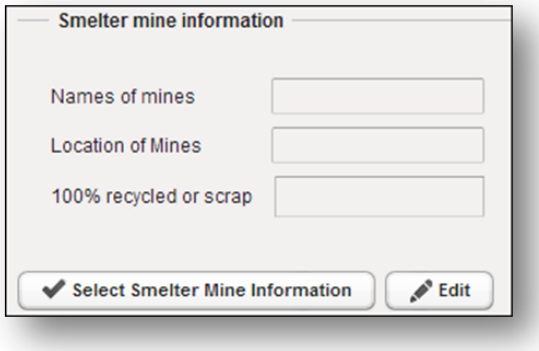
To Edit the Smelter Location:

- Click Edit [**Figure 47**]

3.1.4.1.1.3 Select/Edit Smelter mine information

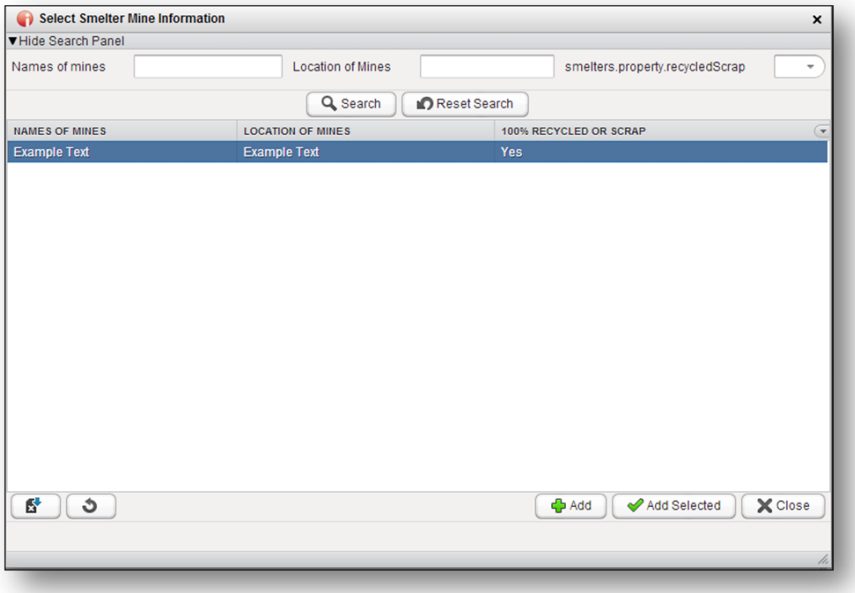
The User can Select Smelter Mine information if it has been previously entered. [**Figure 50**]

Figure 50; Smelter Mine Information



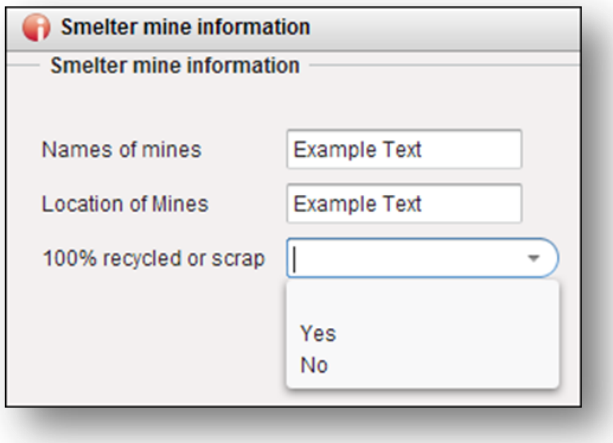
- Click Select Smelter Mine Information [**Figure 50**]
- Click Search on the "Select Smelter Mine Information" Wizard [**Figure 51**]

Figure 51; Select Smelter Mine Information



- If no entries exist, click Add
- Complete the corresponding fields of the "Smelter Mine Information Wizard" with the available information [**Figure 52**]

Figure 52; Smelter Mine Information Wizard



- Click Save
- Click Add Selected [**Figure 51**]

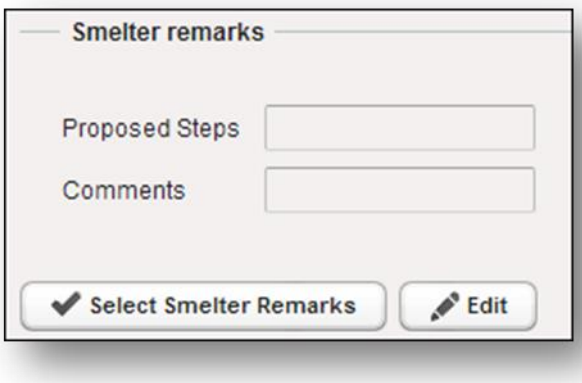
To Edit Smelter Mine Information:

- Click Edit [**Figure 50**]
- Complete the corresponding fields [**Figure 52**]
- Click Save

3.1.4.1.1.4 Smelter Remarks

The User can include remarks that correspond to any particular Smelter. [**Figure 53**]

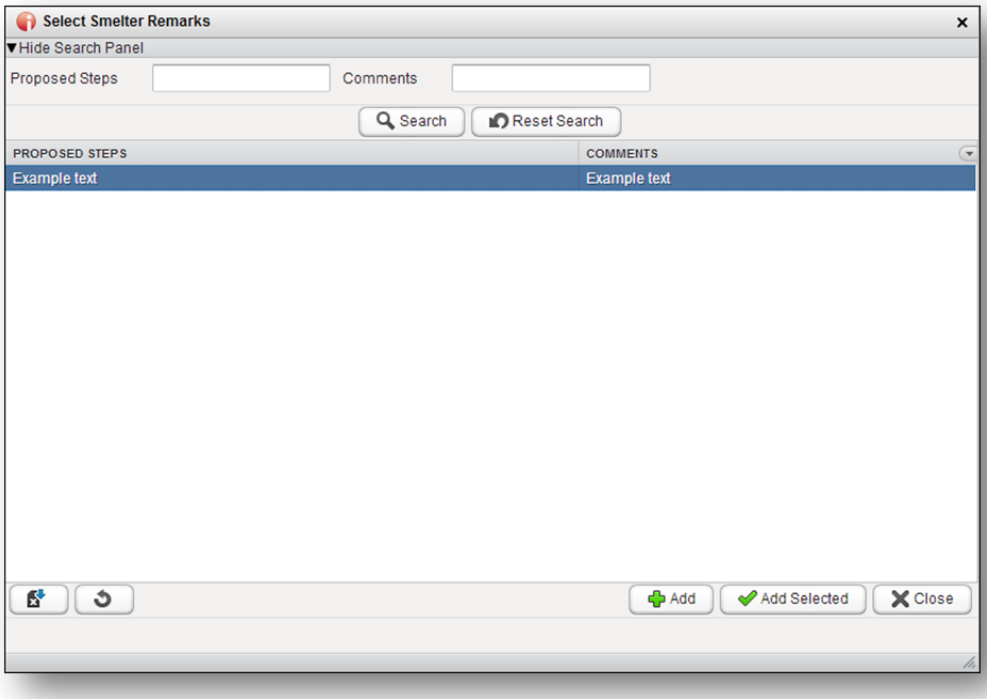
Figure 53; Smelter Remarks



To Select remarks for a Smelter:

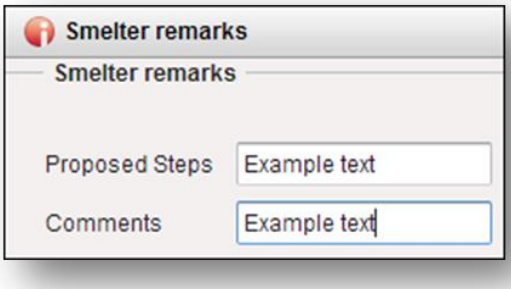
- Click Select Smelter Remarks [**Figure 53**]
- If previously entered remarks exist, select the desired Remark(s) [**Figure 54**]

Figure 54; Select Smelter Remarks Wizard



- If there are no existing entries, click Add [**Figure 54**]
- Complete the corresponding fields of the Smelter remarks Wizard [**Figure 55**]

Figure 55; Smelter remarks Wizard

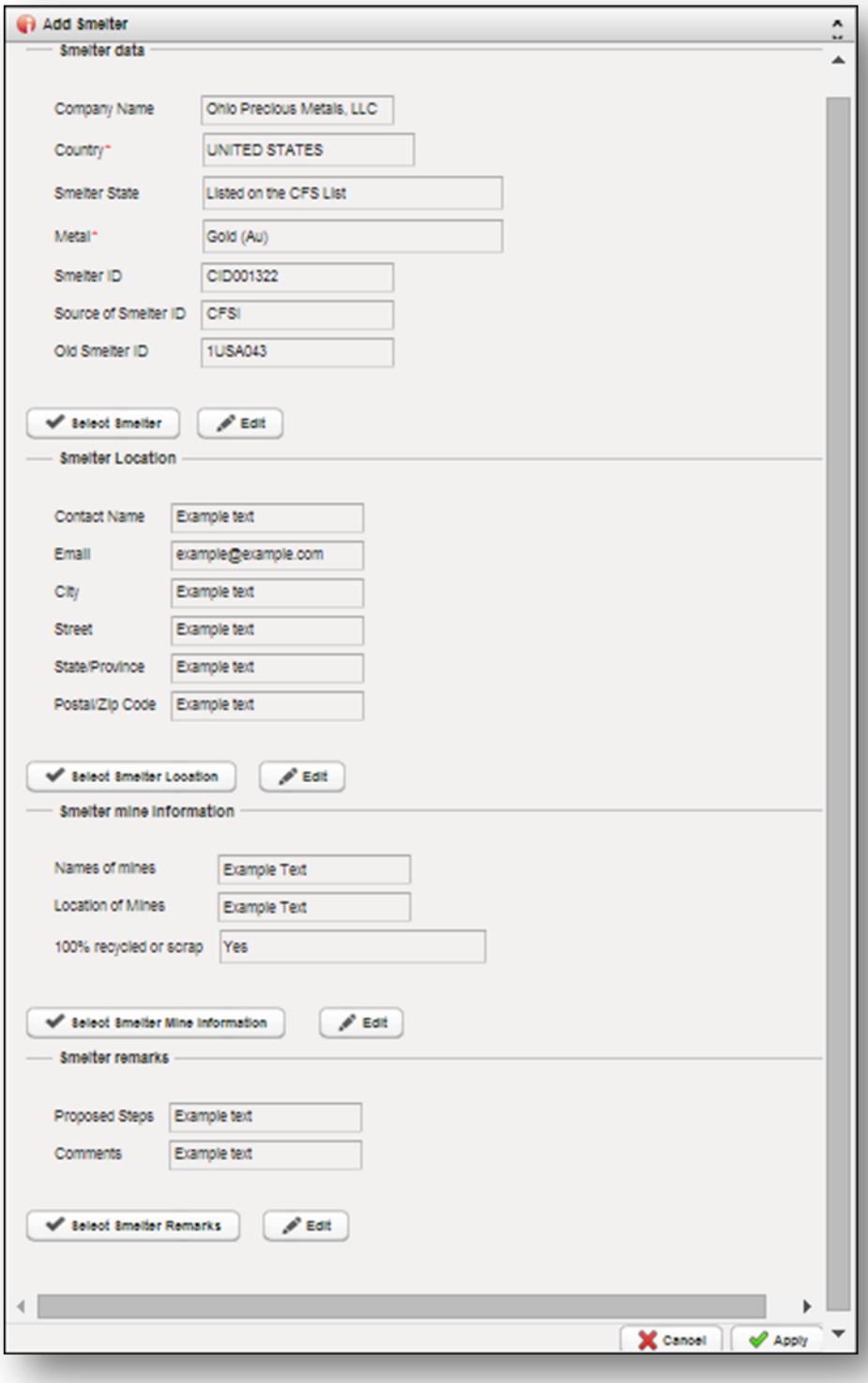


- Click Save

3.1.4.1.1.5 Completion of Adding a Smelter

- Click Apply [**Figure 56**]

Figure 56; Completed Add Smelter Wizard



3.1.4.1.2 Add a User Created Smelter

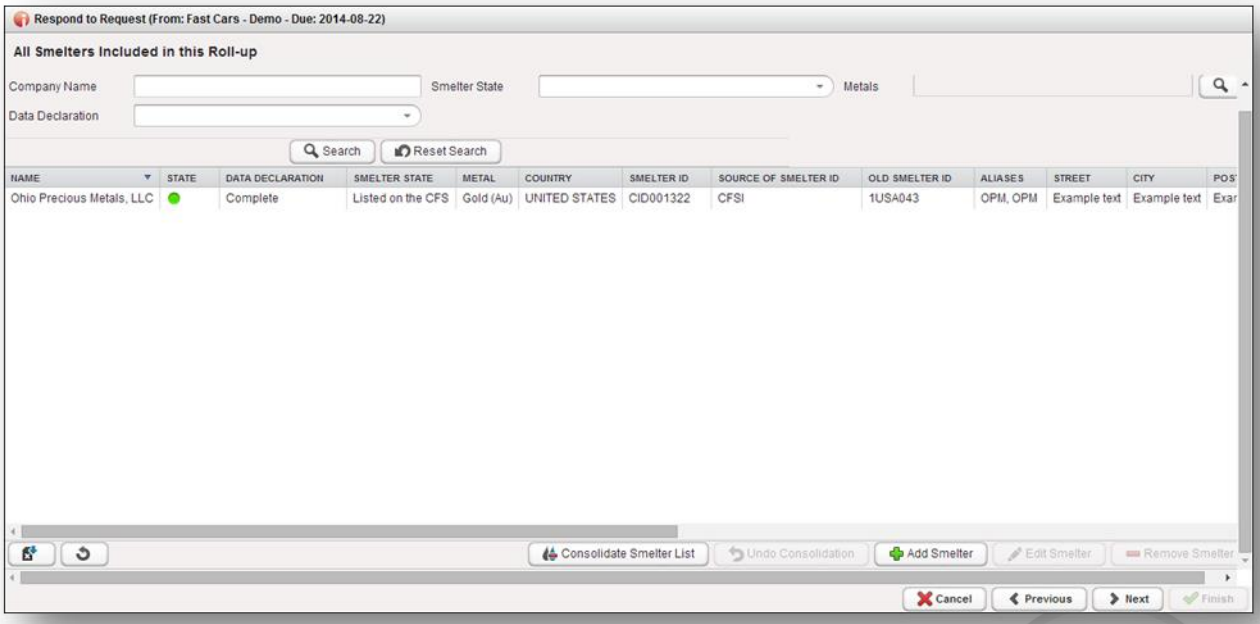
This function enables the User to create a Smelter that currently isn't listed in the Smelter Library. [**Figure 42**]

- Click Add Smelter
- Complete corresponding fields of **Figure 56** using the Edit button
- Click Apply [**Figure 56**]
- Repeat as necessary

3.1.4.2 Completion of Smelter List

Upon completion of the Smelter List that reflects the user's Smelters in the Report Roll-up, click Next [**Figure 57**]

Figure 57; Report Roll-up Smelter List

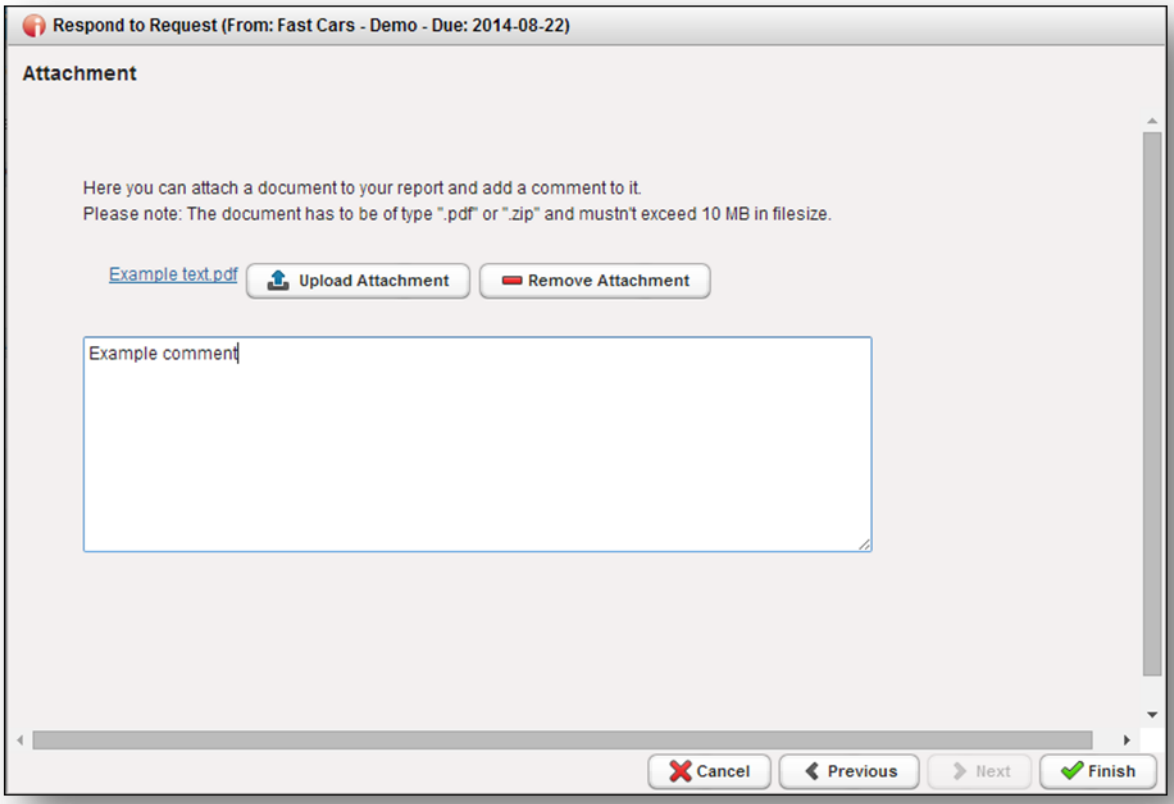


3.1.5 Attachment(s) to Report Roll-up

This function enables the User to attach documents to the Report Roll-up. [**Figure 58**]

Note: The Attachment must be a ".pdf" file or ".zip" file and must not exceed 10MB in size.

Figure 58; Attachment Wizard


Respond to Request (From: Fast Cars - Demo - Due: 2014-08-22)
Attachment
Here you can attach a document to your report and add a comment to it.
Please note: The document has to be of type ".pdf" or ".zip" and mustn't exceed 10 MB in filesize.
Example text.pdf
Upload Attachment
Remove Attachment
Example comment
Cancel
Previous
Next
Finish

3.1.5.1 Upload Attachment

- Click Upload Attachment [**Figure 58**]
- Select an attachment from local/network drive

3.1.5.2 Remove Attachment

- Click Remove Attachment [**Figure 58**]

3.1.5.3 Comments

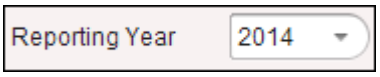
- Enter a comment into the corresponding field [**Figure 58**]

3.1.5.4 Complete Manual Report Roll-up

Click Finish [**Figure 58**]

3.2 *Create Roll-up Report*

Creating a Roll-up Report enables the User to upload CMRTs. Please note that roll-ups may only include reports from within one reporting year. A report from 2013 cannot be aggregated together with a report from 2014 for example.

- If necessary, change Reporting Year using drop down menu 

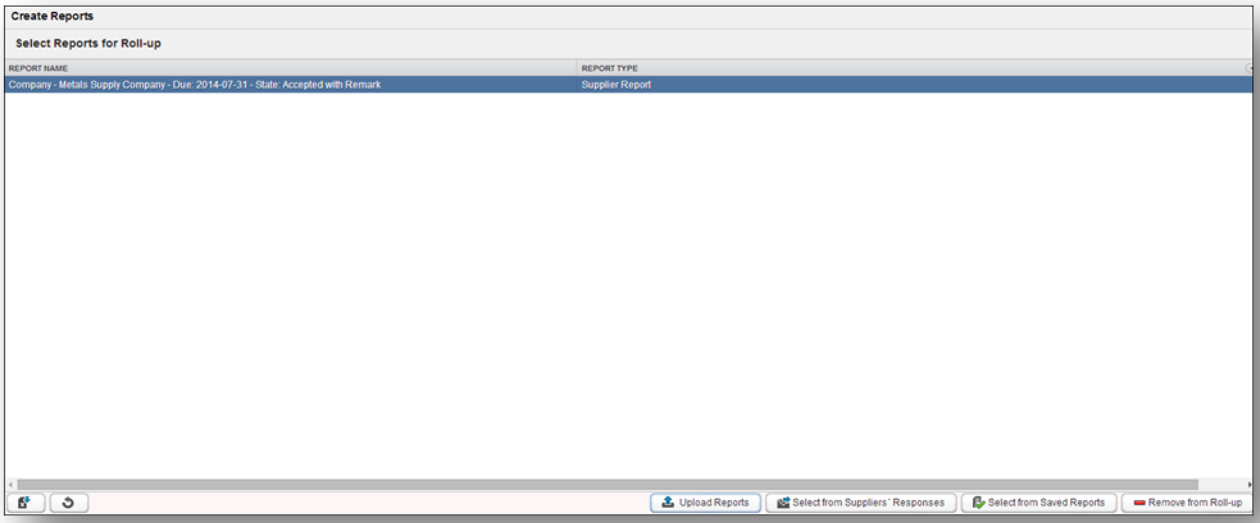
[**Figure 30**]
- Click

[**Figure 30**]
- Select Report(s) to Roll-up

3.2.1 Report Roll-up Functions

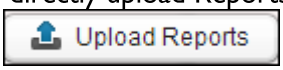
The Basic User can Roll-up a Report in iPCMP by using the Upload function.. [**Figure 59**]

Figure 59; Select Reports for Roll-up Page



3.2.1.1 Upload Reports

The User can directly upload Reports (CMRTs) from a local drive.

- Click 

- Select a report from the local drive

Note: Please remember to use the correct format and version of the CMRT you are uploading! If you receive an error report, please open it and look for the source of error.

3.2.2 Completing the Selection of Reports to Roll-up

- When the User has added all the intended Reports and they are listed on the "Select Reports for Roll-up" page [**Figure 59**] click

3.2.3 Declaration Scope

For instructions, please refer to heading **3.1.1.1.1**

3.2.4 Questions 1-7: Roll-up Results

Questions 1-4 and 6-7 are auto-populated with the results of the uploaded Roll-up. However, the User is still able to enter text into the "Comments" field. The corresponding fields of Question 5 are not locked and the User may select the desired option form the drop down menu.

3.2.5 Questions A-J

Questions A-J are not pre-populated from the data Roll-up as they need to reflect Company-level information.
For instructions, please refer to heading **3.1.3**

3.2.6 Smelter Selection

The User may add smelters in addition to the smelters aggregated in the Report Roll-up. The User can also edit the aggregated Smelters.
For instructions, please refer to heading **3.1.4**

3.2.6.1 Smelter Consolidation

3.2.6.1.1 Automatic consolidation

During the roll-up of reports, the same smelters could be included in several reports. To prevent duplicates in the final report, there are several aggregation logics integrated within iPCMP:
Smelter Alias: In case a smelter is listed in a report only by its alias, the smelter will be matched to the smelter that is known under this alias as well. The screenshot below shows an example, where smelter "Toyo Smelter & Refinery" would be matched to smelter "Sumitomo Metal Mining Co Ltd." [**Figure 60**] which would result in only one smelter entry, although the smelter names vary. Please see Table 1 for more information on the aggregation process.

Figure 60; Smelter Consolidation upon alias

Tantalum	Listed on the CFS list	Plansee	AUSTRIA	Plansee Holding AG, Plansee, Plansee	3AUT011
Tantalum	Listed on the CFS list	Taki Chemicals	JAPAN	Taki Chemicals	3JPN023
Gold	Listed on the CFS list	Tanaka Kikinzoku Kogyo K.K.	JAPAN	TANAKA DENSHI KOGYO K.K, Tanaka	1JPN058
Gold	Listed on the CFS list	Sumitomo Metal Mining Co. Ltd.	JAPAN	Toyo Smelter & Refinery, SMM, Sumiton	1JPN057
Tantalum	Listed on the CFS list	F&X	CHINA	F&X Electro-Materials Limited, F&X	3CHN003
Tantalum	Listed on the CFS list	Duoluoshan	CHINA	Duoloshan, Duoluoshan Sapphire Rare	3CHN001
Tantalum	Listed on the CFS list	Ulba	KAZAKHSTAN	Ulba, Ulba Metallurgical Plant JSC	3KAZ014
Gold	Listed on the CFS list	Mitsui Mining and Smelting Co., Ltd.	JAPAN	Mitsui, Mitsui Mining and Smelting Co., L	1JPN040

Smelters with same smelter names (identical required fields) but different address details will be shown in the smelter library (Management > Smelters) only once, but will appear in your report (roll-ups, uploaded

reports received externally) as often as the smelter with different address details is mentioned in your report.

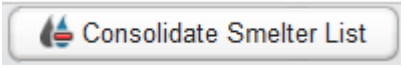
Table 1 Smelter aggregation in iPCMP

"Smelter Reference List (*)"	"Standard Smelter Names (*)"	Shown as … in iPCMP
Smelter A	Smelter A	“green”, Smelter A
Unknown smelter X	Unknown smelter X	“orange”, Smelter X created as „Unknown“
empty	Smelter A	“green”, Smelter A
empty	Unknown smelter X	“orange”, Smelter X created as „Unknown“
Smelter A	empty	“green”, Smelter A
Unknown smelter X	empty	“orange”, Smelter X created as „Unknown“
Smelter B	Smelter C	"red", results in a Warning during upload
Not Listed	Smelter D	"green”, Smelter D

The first and second column displays the data inputs of the EICC-GeSI forms. The third column indicates what information will be shown in your smelter list. This process prevents from too many duplicates in the Smelter library of iPCMP.
When all smelter information is entered, you may complete the roll-up by clicking the “Finish” button on the “Select smelter” window. iPCMP then offers either to store this report in the own account Online Storage (select a folder and name), or to download a copy to the hard disk.

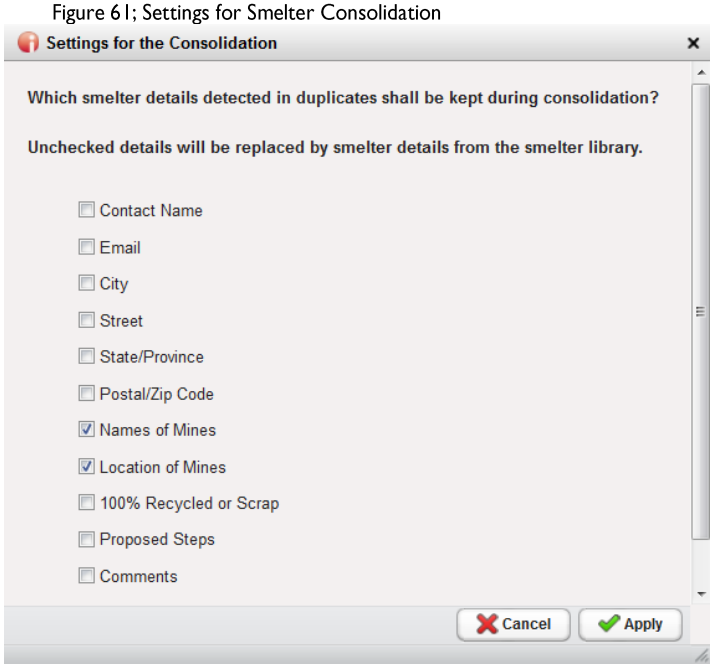
3.2.6.1.2 User defined Consolidation

You can choose to ignore some of the unique smelter details and consolidate smelters although different contact or mine information is given.

Click 

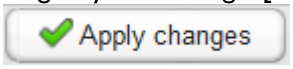
and a wizard opens. [**Figure 61**]

Figure 61; Settings for Smelter Consolidation



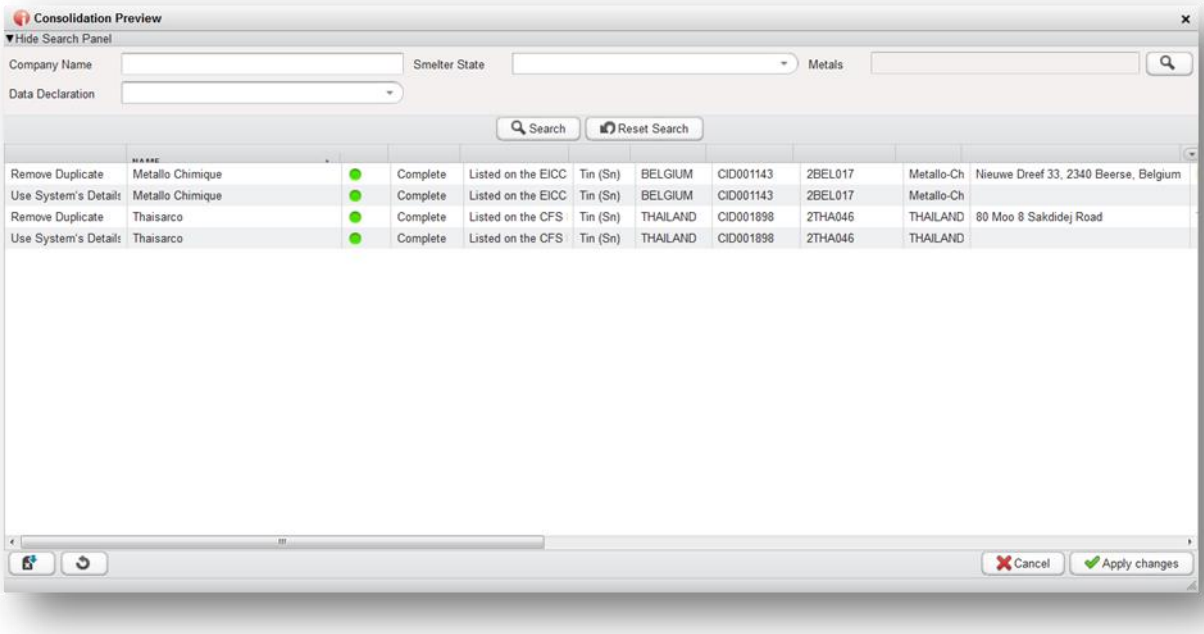
All checked items will NOT be ignored when consolidating the smelter list. According to the chosen settings in **Figure 61**, equally named smelters with different information saved for Names and Location of Mines will be kept. Equally named smelters with different Contact Name, Email, City, Street etc. will be consolidated, resulting in only one smelter entry.

- Click

after ticking your desired criteria
- A pop up window opens showing you which smelter entries will be deleted ("Remove duplicate") according to your settings. [**Figure 61**]
- Click 

to delete all smelters from your smelter list which are considered as duplicates.

Figure 62; Smelter Consolidation Preview


Consolidation Preview
Hide Search Panel
Company Name
Smelter State
Metals
Data Declaration
Search
Reset Search
Remove Duplicate Metallo Chimique Complete Listed on the EICC Tin (Sn) BELGIUM CID001143 2BEL017 Metallo-Ch Nieuwe Dreef 33, 2340 Beerse, Belgium
Use System's Details Metallo Chimique Complete Listed on the EICC Tin (Sn) BELGIUM CID001143 2BEL017 Metallo-Ch
Remove Duplicate Thaisarco Complete Listed on the CFS Tin (Sn) THAILAND CID001898 2THA046 THAILAND 80 Moo 8 Sakdidej Road
Use System's Details Thaisarco Complete Listed on the CFS Tin (Sn) THAILAND CID001898 2THA046 THAILAND
Cancel
Apply changes

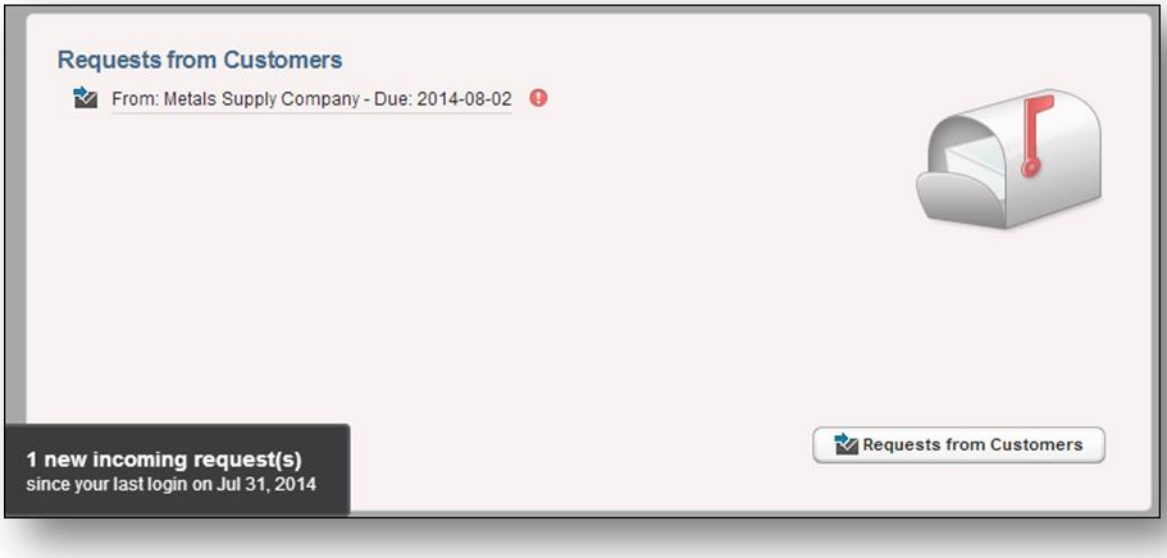
3.2.7 Attachment(s)

For instructions, please refer to heading 3.1.5

4 Customer Requests

Customer Requests are located on the Dashboard in the corresponding tile labeled "Requests from Customers". Any new requests will be listed under the heading of the title, and there will also be a notification on the bottom left of the tile. [**Figure 63**] Basic License Users can set up an automatic response or respond to Customers directly.

Figure 63; Requests from Customers


Requests from Customers
From: Metals Supply Company - Due: 2014-08-02
1 new incoming request(s)
since your last login on Jul 31, 2014
Requests from Customers

To access the most recent request(s) click on the request in the "Requests from Customers" tile. To view all of the Customer Requests, click Requests from Customers.

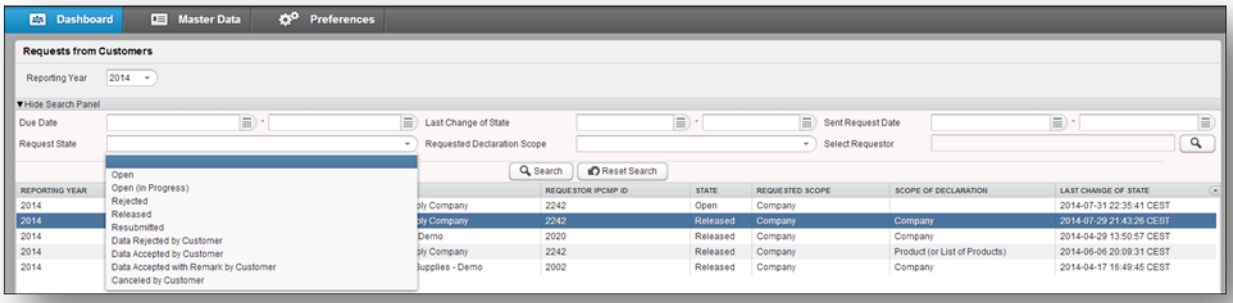
4.1 Managing Customer Requests

Open the Customer Requests section by clicking Requests from Customers. [**Figure 63**]

4.1.1 Determine the State of the Request

A Request from a Customer can be classified as 1 of 9 different states. To search for a specific State of a Customer Request, utilize the drop down menu and click Search [**Figure 64**]

Figure 64; Customer Requests States



4.1.1.1 Different States of Customer Requests

4.1.1.1.1 Open

An "Open" Request has not yet been responded to.

4.1.1.1.2 Open (in Progress)

An "Open (in Progress") request has not yet been completed, but a response has been sent to the Customer notifying them that the response is in progress.

4.1.1.1.3 Rejected

A "Rejected" response has been rejected by the Supplier.

4.1.1.1.4 Released

A "Released" Request has been completed by the Supplier, but has not yet been "Accepted" or "Rejected" by the Customer.

4.1.1.1.5 Resubmitted

A "Resubmitted" Request has been resubmitted to the Customer by the Supplier.

4.1.1.1.6 Data Rejected by Customer

A "Data Rejected by Customer" Request has been submitted by the Supplier but has been "Rejected" by the Customer.

4.1.1.1.7 Data Accepted by Customer

A "Data Accepted by Customer" Request has been submitted by the Supplier and "Accepted" by the Customer.

4.1.1.1.8 Data Accepted with Remark by Customer

A "Data Accepted with Remark by Customer" Request has been submitted by the Supplier, "Accepted" by the Customer and has "Remarks" (notes) sent back to the Supplier from the Customer.

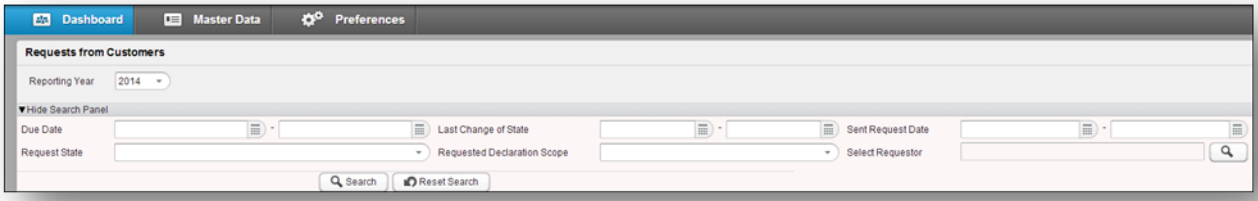
4.1.1.1.9 Canceled by Customer

A "Canceled by Customer" Request has been canceled by the Customer and no longer needs a response from the Supplier.

4.1.2 Search for a Request/Utilizing the Search Functions

There are 7 methods to utilize when searching for a Customer Request. The first is located under the heading "Requests from Customers" and the rest are on the "Search Panel". [**Figure 65**]

Figure 65; Requests from Customers Search Functions



4.1.2.1 Reporting Year

- To search by reporting year, utilize the drop down menu [**Figure 65**]

*Note: When selecting a reporting year from the drop down menu [**Figure 66**], the* Search *button does not need to be clicked. The results will automatically populate.*

Figure 66; Requests from Customers Reporting Year

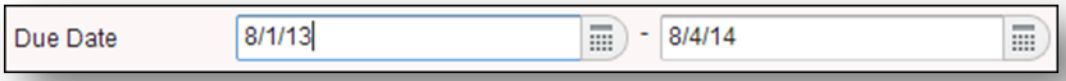
4.1.2.2 Due Date

Searching by "Due Date" enables the User to search for a Customer Request within a specific window of time. [**Figure 66**]

Figure 67; Customer Requests Due Date Search Function

- Populate the fields of **Figure 67** by clicking on the , which will bring up a calendar to pick dates from
- Complete both fields that are separated by a 'hyphen' [**Figure 68**]

Figure 68; Customer Requests Due Date Search- Completed Fields



- Click

4.1.2.3 Last Change of State

The "Last Change of State" function allows the User to search for a Customer Request that changed "State" within a specified window of time. [**Figure 69**]

*Note: For different 'States' and their definitions, please refer to **4.1.1.1***

Figure 69; Customer Requests- Last Change of State Search Function

- Please refer to heading **4.1.2.2** for steps to utilize the "Last Change of State" search function.

4.1.2.4 Sent Request Date

The "Sent Request Date" function allows the User to search for a Customer Request based on the date that it was sent by the Customer. This search function utilizes a specific time-window. [**Figure 70**]

Figure 70; Customer Requests- Sent Request Date Search Function

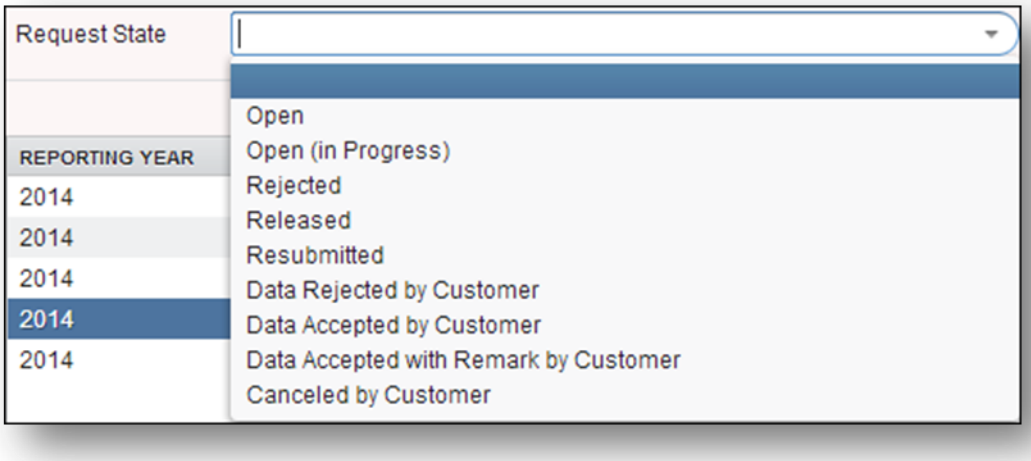
- Please refer to heading **4.1.2.2** for steps to utilize the "Last Change of State" search function.

4.1.2.5 Request State

The "Request State" function enables the User to search for Customer Requests based on the current "State" of the Request. [**Figure 71**]

*Note: For different 'States' and their definitions, please refer to **4.1.1.1***

Figure 71; Customer Requests- Request State

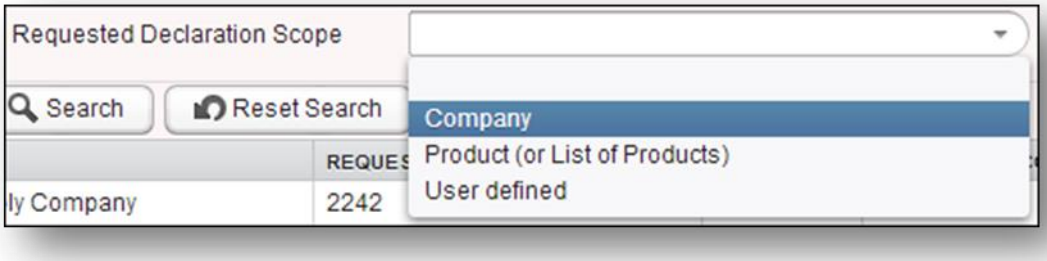


- Select a "State" of Customer Requests to search for from the drop down menu [**Figure 71**]
- Click

4.1.2.6 Request Declaration Scope

The "Request Declaration Scope" enables the User to search for Customer Requests based on their specific scope requested. [**Figure 72**]

Figure 72; Customer Requests- Request Declaration Scope



- Select a level of 'scope' from the drop down menu [**Figure 72**]
- Click

4.1.2.6.1 Types of Declaration Scopes for Reporting Year 2014

There are 3 different types of scope that are available for request in IPCMP.

4.1.2.6.1.1 Company

Company-level requests are for information on the company as a whole

4.1.2.6.1.2 Product (or List of Products)

Product (or List of Products) level requests are for information about specific products, or lists of products.

4.1.2.6.1.3 User defined

The User defined level scope is defined by the Requestor.

4.1.2.7 Select Requestor

The "Select Request" function enables the User to search for specific Requestors (Customers). [**Figure 73**]

Figure 73; Customer Requests- Select Requestor

- Click

4.2 *Download Functions of Customer Requests*

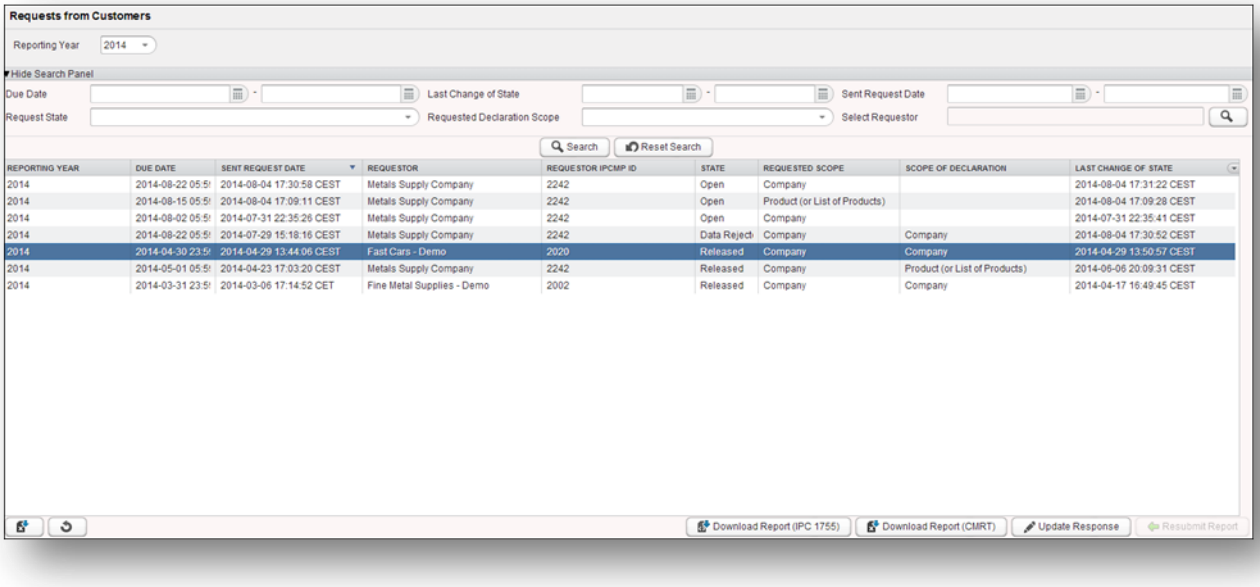
In the "Requests from Customers" [**Figure 63**] screen, the User can download the Report (declaration) provided to the Customer and the corresponding Customer Request in 2 different file types: IPC-1755 and CMRT.

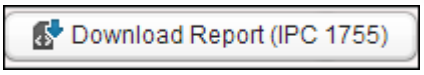
4.2.1 Download Report Submitted to Customer

4.2.1.1 Download Report (IPC-1755)

- Select a Customer Request that has been responded to from the Customer Requests screen [**Figure 74**]

Figure 74; Requests from Customers- Selected Customer Requested


Requests from Customers
Reporting Year
2014
Hide Search Panel
Due Date
Last Change of State
Sent Request Date
Request State
Requested Declaration Scope
Select Requestor
Search
Reset Search
REPORTING YEAR
DUE DATE
SENT REQUEST DATE
REQUESTOR
REQUESTOR IPCMP ID
STATE
REQUESTED SCOPE
SCOPE OF DECLARATION
LAST CHANGE OF STATE
2014 2014-08-22 05:5 2014-08-04 17:30:58 CEST Metals Supply Company 2242 Open Company 2014-08-04 17:31:22 CEST
2014 2014-08-15 05:5 2014-08-04 17:09:11 CEST Metals Supply Company 2242 Open Product (or List of Products) 2014-08-04 17:09:28 CEST
2014 2014-08-02 05:5 2014-07-31 22:35:26 CEST Metals Supply Company 2242 Open Company 2014-07-31 22:35:41 CEST
2014 2014-08-22 05:5 2014-07-29 15:18:16 CEST Metals Supply Company 2242 Data Reject Company Company 2014-08-04 17:30:52 CEST
2014 2014-04-30 23:5 2014-04-29 13:44:06 CEST Fast Cars - Demo 2020 Released Company Company 2014-04-29 13:50:57 CEST
2014 2014-05-01 05:5 2014-04-23 17:03:20 CEST Metals Supply Company 2242 Released Company Product (or List of Products) 2014-06-06 20:09:31 CEST
2014 2014-03-31 23:5 2014-03-06 17:14:52 CET Fine Metal Supplies - Demo 2002 Released Company Company 2014-04-17 16:49:45 CEST
Download Report (IPC 1755)
Download Report (CMRT)
Update Response
Resubmit Report

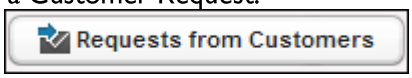
- Click 

4.2.1.2 Download Report (CMRT)

- Select a Customer Request that has been responded to from the Customer Requests screen [**Figure 74**]
- Click

4.3 *Respond to a Customer Request*

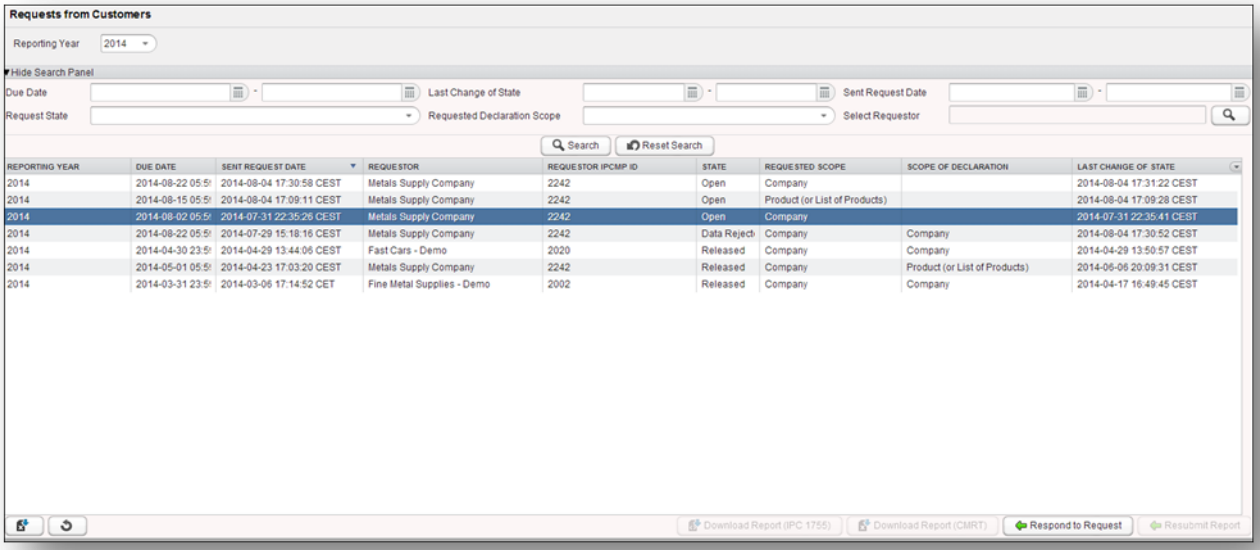
There are several methods in which to reply to a Customer Request.

- View all Customer Requests by clicking 

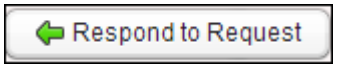
of the "Requests from Customers" tile [**Figure 63**]
- Select a Customer Request with an applicable 'State' that allows the User to respond [**Figure 75**]

Note: For different 'States' and their definitions, please refer to ***4.1.1.1***

Figure 75; Requests from Customers- Respond to Open Request

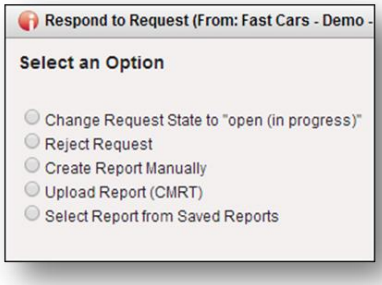

Requests from Customers
Reporting Year
2014
Hide Search Panel
Due Date
Last Change of State
Sent Request Date
Request State
Requested Declaration Scope
Select Requestor
Search
Reset Search
REPORTING YEAR
DUE DATE
SENT REQUEST DATE
REQUESTOR
REQUESTOR IPCMP ID
STATE
REQUESTED SCOPE
SCOPE OF DECLARATION
LAST CHANGE OF STATE
2014 2014-08-22 05:5 2014-08-04 17:30:58 CEST Metals Supply Company 2242 Open Company 2014-08-04 17:31:22 CEST
2014 2014-08-15 05:5 2014-08-04 17:09:11 CEST Metals Supply Company 2242 Open Product (or List of Products) 2014-08-04 17:09:28 CEST
2014 2014-08-02 05:5 2014-07-31 22:35:26 CEST Metals Supply Company 2242 Open Company 2014-07-31 22:35:41 CEST
2014 2014-08-22 05:5 2014-07-29 15:18:16 CEST Metals Supply Company 2242 Data Reject Company Company 2014-08-04 17:30:52 CEST
2014 2014-04-30 23:5 2014-04-29 13:44:06 CEST Fast Cars - Demo 2020 Released Company Company 2014-04-29 13:50:57 CEST
2014 2014-05-01 05:5 2014-04-23 17:03:20 CEST Metals Supply Company 2242 Released Company Product (or List of Products) 2014-06-06 20:09:31 CEST
2014 2014-03-31 23:5 2014-03-06 17:14:52 CET Fine Metal Supplies - Demo 2002 Released Company Company 2014-04-17 16:49:45 CEST
Download Report (IPC 1755)
Download Report (CMRT)
Respond to Request
Resubmit Report

4.3.1 Respond to an Open Customer Request

- From **Figure 75** click 

- Select a type of Response from the 5 available options [**Figure 76**]

Figure 76; Response Options


Respond to Request (From: Fast Cars - Demo -
Select an Option
Change Request State to "open (in progress)"
Reject Request
Create Report Manually
Upload Report (CMRT)
Select Report from Saved Reports

Note: There are 4 Response options for Open Requests, which creates flexibility for both the User (Respondent/Supplier) and the Requestor (Customer)- "Select Report from Saved Reports" is not available for Basic Licenses).

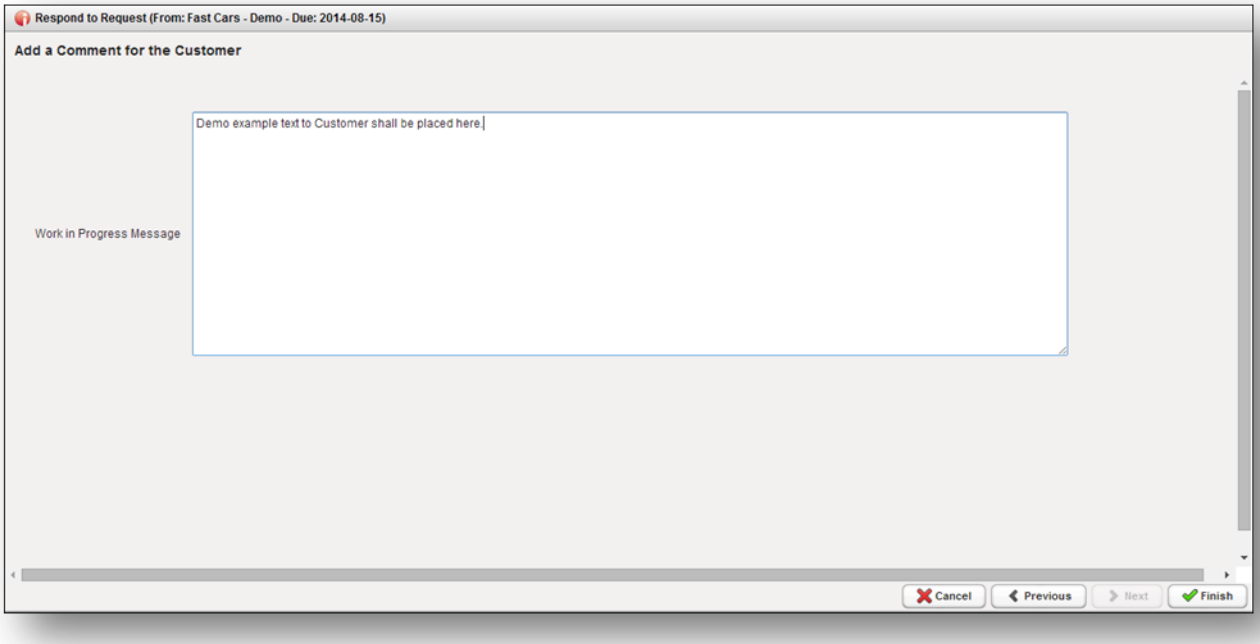
4.3.1.1 Change Request to "open (in progress)"

Responding to a Customer Request with the 'Change Request to "open (in progress)"' notifies the Requestor (Customer) that the User acknowledges receipt of the request, but does not respond with declarative data.

- Select the corresponding radio button [**Figure 76**]
- Click

- Enter a message into the field "Work in Progress Message" [**Figure 77**]

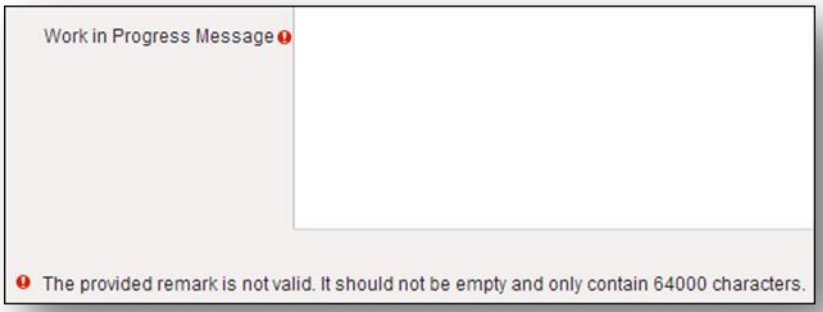
Figure 77; Work in Progress Message


Respond to Request (From: Fast Cars - Demo - Due: 2014-08-15)
Add a Comment for the Customer
Demo example text to Customer shall be placed here.
Work in Progress Message
Cancel
Previous
Next
Finish

- Click

- If the field is left blank, the User will receive an error message instructing them to input text into the correct field [**Figure 78**]

Figure 78; Work in Progress- Incomplete Field Error Message



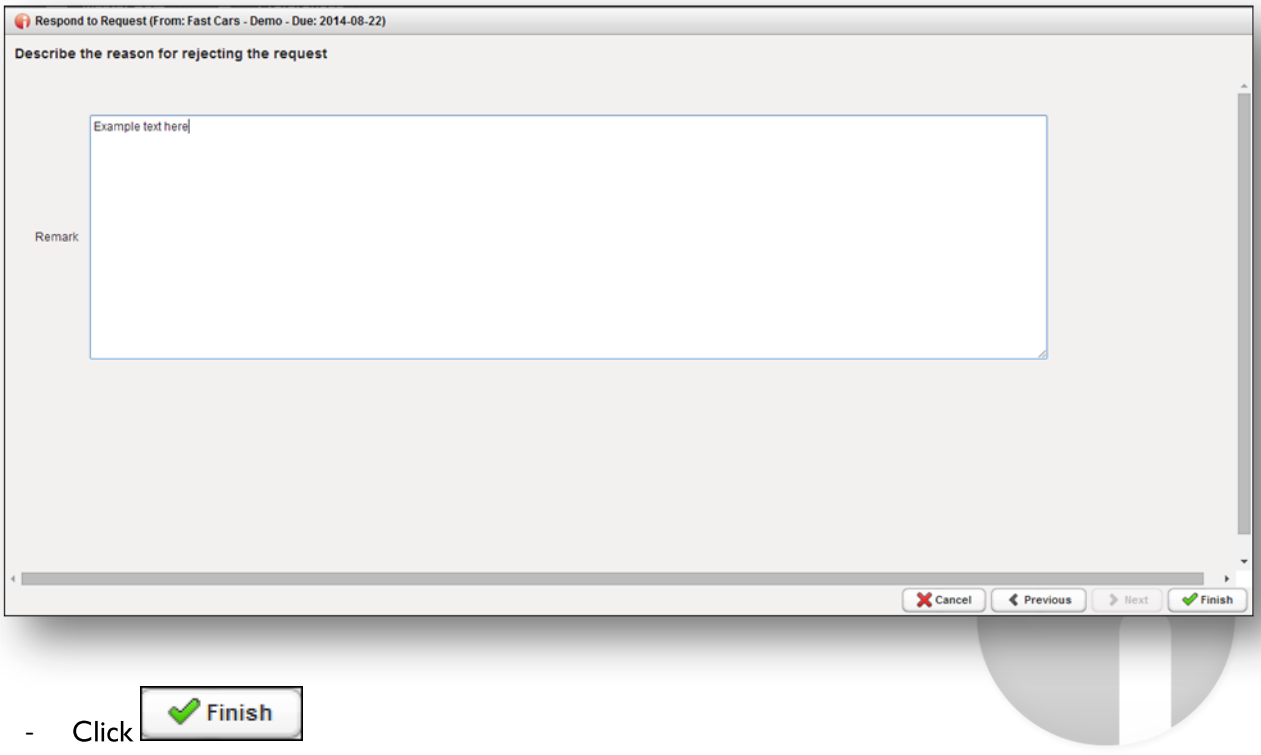
4.3.1.2 Reject Request

Rejecting a Customer Request enables the User to acknowledge receipt of the Request and reject it.

- Select the corresponding radio button [**Figure 76**]
- Click

- Enter a message into the field "Describe the reason for rejecting the request" [**Figure 79**]

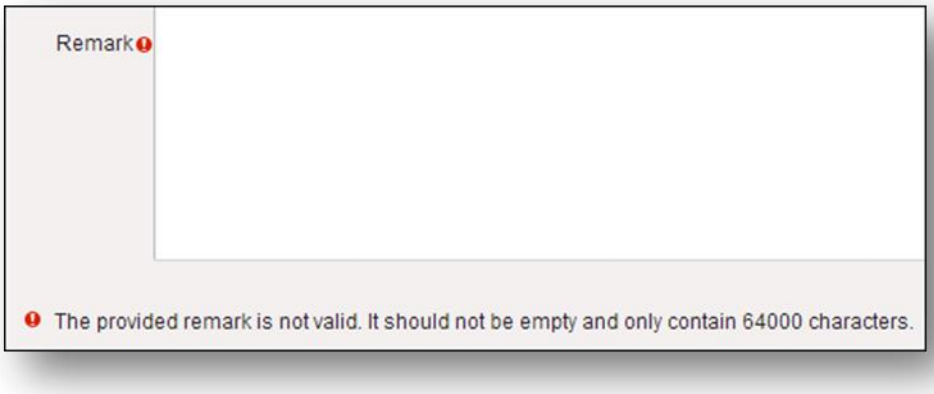
Figure 79; Customer Request Rejection Remark



- Click

- If the field is left blank, the User will receive an error message instructing them to input text into the correct field [**Figure 80**]

Figure 80; Reject Request- Incomplete Field Error Message



4.3.1.3 Create Report Manually

Creating a Report manually has the advantage of enabling the User to use automated functions embedded in iPCMP. The function takes the User through a series of prompts in iPCMP that eliminates human error.

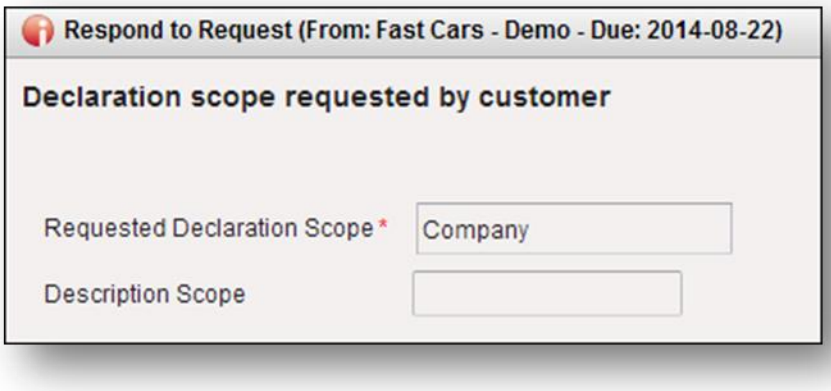
- Select the corresponding radio button [**Figure 76**]
- Click

4.3.1.3.1 Requested Declaration Scope

*Note: For definitions of declaration scopes, refer to **4.1.2.6.1***

- Review the information on the prompt [**Figure 81**]
- Click

Figure 81; Requested Declaration Scope Prompt (Company Level)


Respond to Request (From: Fast Cars - Demo - Due: 2014-08-22)
Declaration scope requested by customer
Requested Declaration Scope *
Company
Description Scope

4.3.1.3.1.1 Confirm Declaration Scope

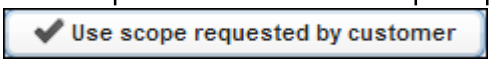
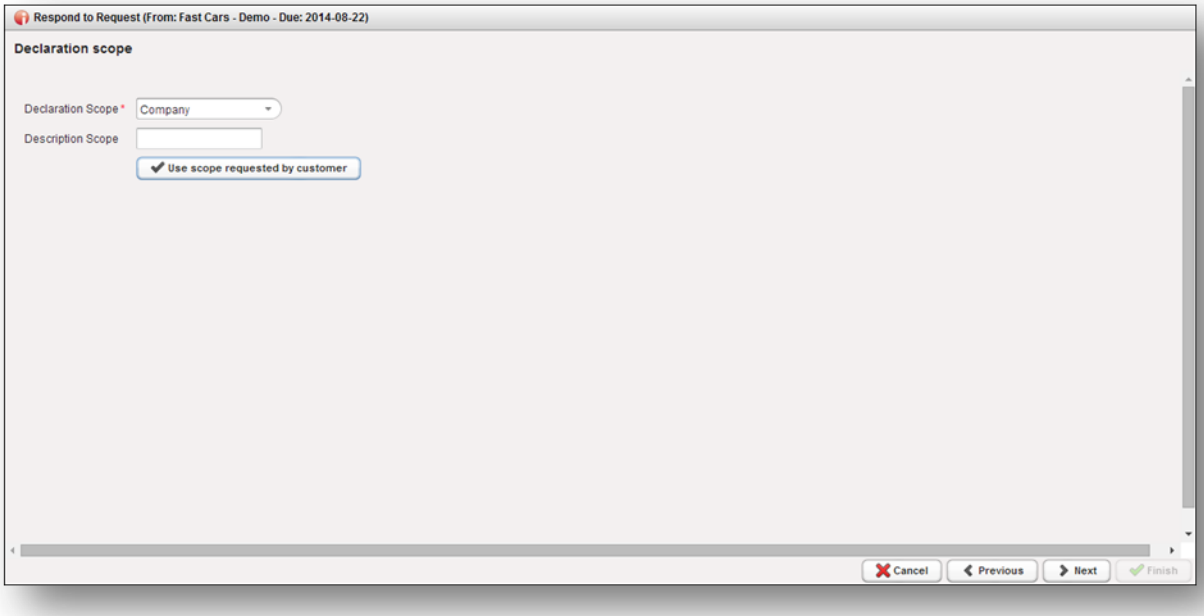
- If the scope in the field matches the scope requested by the Requestor (Customer), click [**Figure 82**]
- If the scope doesn't match the scope requested by the Requestor (Customer), click  [**Figure 82**]

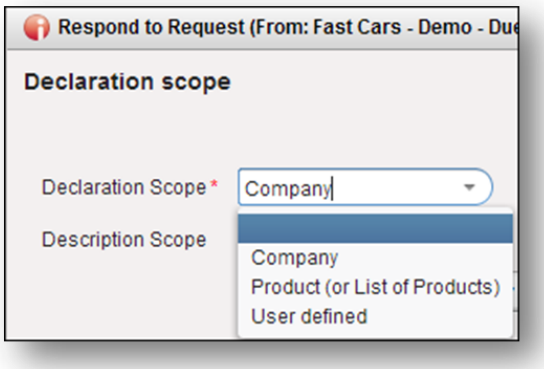
Figure 82; Confirmation of Requestor's Declaration Scope



4.3.1.3.1.2 Change Declaration Scope

- Utilize the drop down menu to select the scope [**Figure 83**]

Figure 83; Change Declaration Scope Drop Down Menu



- Complete the corresponding fields per scope selected

*Note: For more information on how to respond at a part level, or User defined, please refer to headings **3.1.1.1.1.2** and **3.1.1.1.1.3**, respectively.*

- Click

4.3.1.3.2 Completing a Manual Report Submission

For instructions on how to complete a manual report to be submitted to a Customer, please refer to heading **3.1**

4.3.1.4 Upload CMRT

The "Upload CMRT" function enables the User to upload a previously completed CMRT to iPCMP.

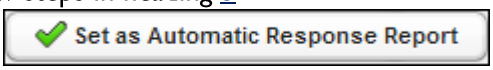
- Select the corresponding radio button [**Figure 76**]
- Click

For the remaining instructions, please refer to heading **3.2.1.1** then **3.2.3** - **3.2.6**, respectively.

4.3.2 Auto response

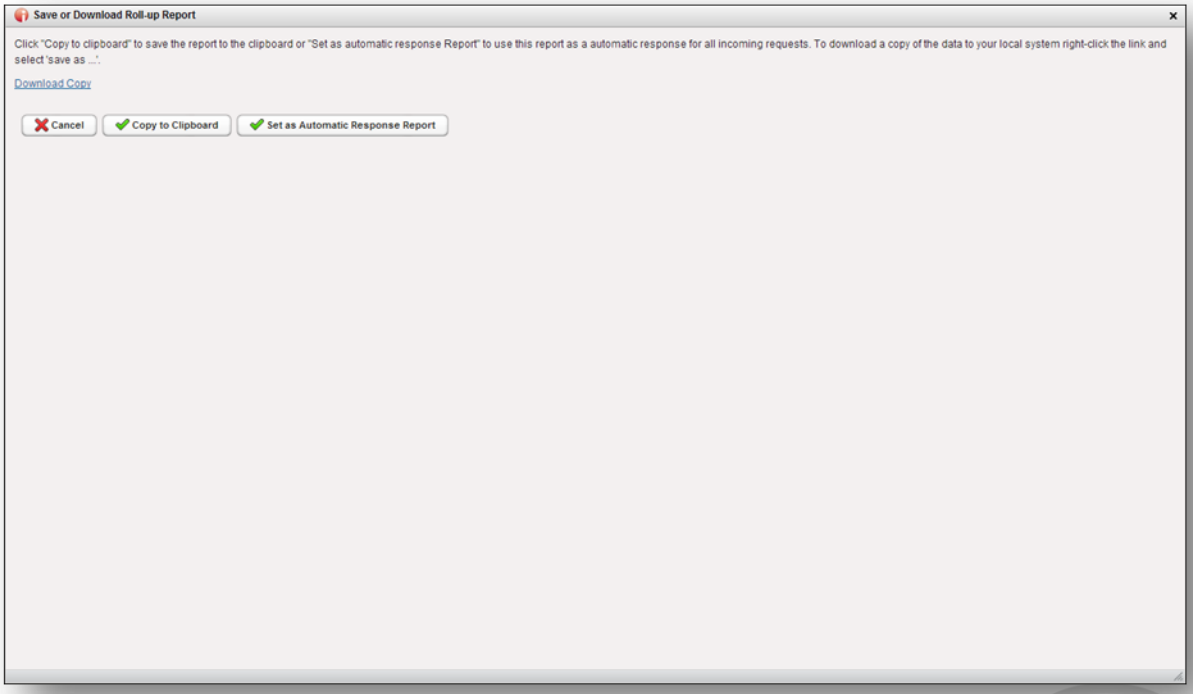
The Basic License also enables the User to utilize an "auto-response" mechanism, which automatically sends responses to Customer Requests based on a previously completed Report. Login is not necessary to respond to incoming requests on company level by using the auto response function.

4.3.2.1 Create an Automatic Response

- Follow steps in heading 3
- Click 

on the "Save or Download Roll-up Report" screen [**Figure 84**]

Figure 84; Save or Download Roll-up Report


Save or Download Roll-up Report
Click "Copy to clipboard" to save the report to the clipboard or "Set as automatic response Report" to use this report as a automatic response for all incoming requests. To download a copy of the data to your local system right-click the link and select 'save as ...'.
Download Copy
Cancel
Copy to Clipboard
Set as Automatic Response Report

4.3.2.2 Manage Automatic Response

There are 3 options for managing an Automatic Response: "View Report", "Download Report" and "Remove". [**Figure 85**] They are found on the "Create Reports" tile after an automatic response has been set. [**Figure 86**]

Figure 85; Managing an Automatic Response- Options

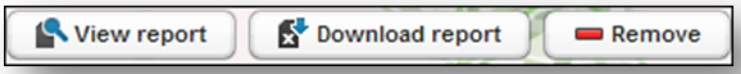
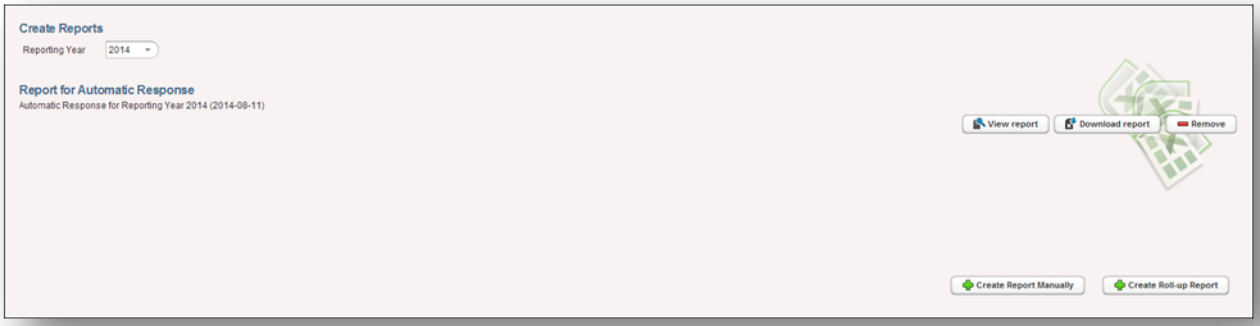


Figure 86; Customer Requests Tile- Basic License



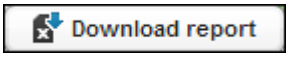
4.3.2.2.1 View Report

It is possible for the User to review the automatic response.

- Click

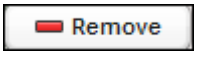
4.3.2.2.2 Download Report

It is possible to download the automatic response as a Report.

- Click 

4.3.2.2.3 Remove

It is possible for the User to remove a Report that is set up as an automatic response.

- Click 

5 Change History

iPCMP Update 2.06 – released on October 20th, 2014

New Features & Improvements

Suppliers Registration Near Instantaneous

Basic user account registration has been enhanced to provide near instant access. Now, suppliers will be able to create an account and upload a CMRT all within a matter of minutes to better serve your reporting needs.

iPCMP Update 2.05 – released on October 13th, 2014

New Features & Improvements

Updated Translations

The screen texts for all supported languages (German, Spanish, Japanese, Korean, French, Italian, Portuguese, Mandarin Chinese) have been updated to reflect new features.

Additional Smelter Aliases

New smelter alias names have been added to the smelter library, which improves smelter consolidation and data quality of your reports. The entire list of smelters and their alias names is available in the menu “Master Data” > “Smelters”.

Bug Fixes

Missing “Red Flags” Column

[Premium Plus License] For some users, the column “Red Flags” was missing from the table “Requests to Suppliers”. This has been fixed.

iPCMP Update 2.04 – released on September 28th, 2014

Bug Fixes

Invitation Email Corrected

In some cases, edits of the invitation letter template were not saved for future use. This has been fixed.

iPCMP Update 2.03 – released on September 15th, 2014

New Features & Improvements

Suppliers Can Push Preferred Language

[Enterprise License] Your suppliers can now set their preferred language which shows up in your master data. This feature ensures your survey request campaigns have the best possible chance for success.

Unable To Attach Multiple Attachments

Users of Internet Explorer 11 reported they were not able to attach multiple files. This has been fixed

iPCMP Update 2.02 – released on August 11th, 2014

New Features & Improvements

Saved Table Configurations

User-configured table configuration (e.g. with respect to the columns which are displayed, or their sequence) are now stored, so that users can continue to work with their preferred table settings beyond a single session.

iPCMP Update 2.0 – released on July 20th, 2014

New Features

Usability Enhancements

Based on feedback of iPCMP users, the user interface of iPCMP has been enhanced. As a result, the application is more user-friendly, without affecting the workflows that you are already familiar with. Highlights include:

+ More self-explanatory labels and titles
+ Consistent positioning of form fields and buttons
+ Consistent design of control elements and icons
+ Search can be triggered by pressing the “Enter” key
+ Saved sorting of table columns
+ More context-sensitive tooltips and explanations in dialogues
+ Extended information on current user & company displayed in the header
+ Removal of redundant control elements
+ Separation of Master Data and System preferences

To make sure you see all the changes, press F5 after logging into iPCMP or empty your browser cache.

Cancellation of All Open Requests for a Selected Reporting Year

In the menu “Preferences” > “Organization”, you can now close all requests that you have sent out for a certain reporting year at once. This function can be useful when “closing the books” on reporting year 2013, and/or starting with a clean slate for the 2014 reporting year. Re-login for this change to take effect.

iPCMP Update 1.4.23 – released on June 29th, 2014

New Features & Improvements

CMRT3.01 Compatibility

iPCMP is now fully compatible with revision 3.01 of the Conflict Minerals Reporting Template (CMRT), including import, export and validation. Newly created reports are automatically generated in version 3.01.

Improved Management of Private Suppliers

You can now remove multiple entries from your list of Private Suppliers at once. Furthermore, you can edit the “Own IDs” of your private suppliers. Also, there is a new column “Products Total” in the table of Private Suppliers, which displays the number of products that are linked to that particular supplier by the Own ID.

Red Flags shown in Roll-Up Report Selector

[Premium Plus License] When selecting reports as input for a roll-up, the red-flag-state of each report is displayed, providing an indication of the data quality of the resulting aggregate report.

Bug Fixes

Export of Supplier Requests

In the previous version of iPCMP, the button for exporting the list of supplier requests was disabled. It is now enabled.

Red-Flag Remarks Text Templates Reflects CMRT3.01 Configuration

[Premium Plus License] Previous versions incorrectly displayed red-flag text templates from CMRT2.03 when sending remarks to suppliers. This bug has been fixed, and the text templates now accurately reflect the red flag rules for CMRT3.01.

iPCMP Update 1.4.22 – released on June 13th, 2014

New Features & Improvements

Aggregation of reports for reporting year 2014

You can now create roll-ups of reports for reporting year 2014, based on CMRT3.0.

Row-numbers in error-report for CRMT-upload

In case that errors occur when uploading CMRTs into the iPCMP, an Excel-based report is created. The report contains details on the causes for the errors or warnings. These details now also include the row numbers (in the smelter list and the product list) which triggered the error to make it easier to locate the problem data in the CMRTs.

Export of CMRT3.0 reports to IPC-1755 format

Reports for reporting year 2014 can now be converted and downloaded as xml-files which are compatible with the recently released “IPC-1755 Conflict Minerals Data Exchange Standard”. New buttons titled “Export IPC-1755” are available in the menus “Customer Requests”, “Supplier Requests” and “Online Storage”.

Red flags for CMRT 3.0

Reports of the reporting year 2014 are now checked against the Red flag conditions which can be activated under “Management" > “Organization data” (Please remember to re-login for the changes to take effect).

Invitation key and recipient's address appended to invitation and reminder e-mails

When sending invitation e-mails to suppliers, the recipients e-mail address is now automatically appended to the e-mail message. This is to ensure that the information necessary for matching is transmitted even if it was omitted from the system text of the e-mail template. In addition, you can now insert the recipient's email-address as system-text in the e-mail templates.

Addition of users to accounts by purchasing additional licenses

In the menu "Management" > "Subscription" you can now add more users to your existing account by purchasing additional licenses. This can be useful for reducing the number of invitations which you have to match manually to your account. If another member sends you an invitation to the e-mail address of one of your users, their request is automatically matched to your account.

iPCMP Update 1.4.20 – released on May 18th, 2014

New Features & Improvements

Online storage for reporting year 2014

You can now store manually entered reports that are based on CMRT3.0 in the online storage.

Analysis- function for supplier requests

The scope of the "Analyze"-function has been extended for datasets based on CMRT3.0.

Detailed validation report

When you upload a CMRT3.0 file, its contents are checked against a set of validation rules. You may look up the results in an Excel-File which details any errors or omissions, categorized by:

- questionnaire contents

- list of smelters

- list of products

Automatic responses based on CMRT3.0 for basic license users

Users of basic accounts can configure a standard report (company level) based on CMRT3.0, which will then be sent out automatically to any requester in the future.

iPCMP Update 1.4.19 – released on May 4th, 2014

New Features & Improvements

Excel-Export of CMRT 3.0

Export of Conflict Minerals reports to Excel (.xlsx) is now available for reports based on the new CMRT 3.0 standard. To export a report, click on the respective request and click the “Export” button (same as before).

Extended data validation for imported CMRT 3.0 reports

When importing or manually entering a report, data is validated according to the rules set by EICC-GeSI in the CMRT 3.0 Excel template (for example, concerning the presence of data in mandatory fields, or consistency between questions and answers provided). The detail level of validation results will be further extended in the next iPCMP-release.

iPCMP Update 1.4.18 – released on April 20th, 2014

New Features & Improvements

Respond to customer requests for 2014 based on the new CMRT 3.0

EICC GeSI has released a new version of the conflict-minerals reporting template (CMRT). This template can be downloaded directly from www.conflictfreesourcing.org. You can now respond to the requests from your customers with the new CMRT 3.0. Please note that the CMRT 3.0 is not compatible with older versions of the template. It can be used for the reporting year 2014 only.

Review reports from your suppliers for the reporting year 2014

You can now review, accept and reject the responses from our suppliers on requests for 2014 based on the new CMRT 3.0. Additionally there is the option to close a request for 2014 by either canceling it or by uploading the report received from your supplier in form of a filled out new Excel-template.

Set the default reporting year for your account

You can now set a default reporting year for your own account. The current default value is “2013”. You can change it to “2014” by navigating to “Management”

>“Organization data”, selecting and saving “2014”. After your next login "2014" will be set as default.

Bug Fixes

Fix for missing values in the export of the list of reports in the online-storage of sub-organizations

In the previous version of iPCMP the Excel-export of the list of reports in the online storage of sub-organizations did not contain all available values. This has been fixed now. The following values have been added to the list:

Report name

Report description

Folder name

Folder description

iPCMP Update 1.4.17 – released on April 6th, 2014

New Features & Improvements

Delete multiple smelters in one action from the smelter list during “Roll-Up” and “Reply to customer”

In the smelter list it is now possible to select several smelters at once by clicking on the smelter and holding either the crtl or shift key. When several smelters are selected only the delete function is available, all others are disabled.
This improvement enables you to delete several incomplete smelters at once.

Hide “Unknown Smelter” in smelter library and also when adding a smelter to a report

To avoid the unintended use of unknown smelter when adding a smelter to a report, these smelters are by default not shown any more. If you would like to see unknown smelter you will have to uncheck the button “hide unknown smelter” and click on the search button again.

Ability to select reporting year at “Supplier Requests”, “Customer Requests” and “Roll-up of reports”.

The next step to support the coming CMRT 3.0 has been completed. Now you will be able to select the reporting year (currently 2013 or 2014) in the Supplier Request Area, Customer Request Area and Roll-Up Area.
Note: You will only see the reports pertaining to the selected reporting year.

Accept or reject own requests when closing them by Conflict Minerals Reporting Template (CMRT) upload

Now there are several options (accept or reject) at the end of the supplier report review process when you close a request by upload of the supplier CMRT.

Show data sources selected from online storage during a roll-up in the stored report

In the online storage, each report now has 3 subfolders showing the sources used to roll-up the report. In the latest update, the folder “Data from online storage” has been added.
Note: The reports added from the online storage are not shown for reports already rolled up. Only reports created after this update include the list of added reports from online storage.

Premium Plus License Only: Red flag-Analysis after upload of CMRT when closing own requests.

Now the red flag analysis is available when closing a request by uploading a supplier’s CMRT. After the upload the wizard shows you the red flags raised by the uploaded report to make the review of this supplier report easier. As usual this information is also available as feedback to the supplier if you choose the option “accept with remark”, or one of the reject options.

Basic License Only: Export function for automatic response reports

If you have set the auto response function it is now possible to convert and download the currently activated report to excel (EICC GESI Format).

Bug Fixes

Fix for filter "Data Declaration" in Smelter list (report wizard)

In the previous version of iPCMP, the sorting of the column “Data Declaration” in the smelter list did not work as expected. This has been fixed now.

iPCMP Update 1.4.16 – released on March 23th, 2014

New Features & Improvements

Configuration of the smelter list consolidation

Few weeks ago we implemented a feature to consolidate the smelter list (see section “recently released features”. Now you are able to decide which columns should be considered for the consolidation and which should not. When you start the smelter consolidation a window pops up and you will be asked: “Which smelter details detected in duplicates shall be kept during consolidation?” Please check the details you would like to save that the supplier provided to you. Unchecked details will be replaced by smelter details from the smelter library.

Table Export

Within iPCMP most tables can be exported to be stored (saved) locally. Now the export of most tables has been improved and results are able to be saved in an excel file (instead of CSV as was the case before).
Furthermore the wording in the exported file is consistent with the tables in iPCMP.

Supplier requests in the state “Open (in progress)” can be canceled now

The feature to close a request by upload of a CMRT or via cancel is now available for requests in the state “Open (in progress)” as well. This will enable you to close requests which have not been answered for an extended period of time.

Bug Fixes

Sort column “Recipient” in supplier request list is working now

In the previous version of iPCMP the sorting of the column “Recipient” in supplier request did not work as expected. This has been fixed now. When you sort the column “Recipient” you will first see the suppliers with an iPCMP account and then the e-mail address of the invited supplier in alphabetic order
< !--[if !supportLineBreakNewLine]-->
< !--[endif]-->

iPCMP Update 1.4.15 – released on March 9th, 2014

New Features & Improvements

News and update notification

From now on, you will see updates in iPCMP immediately after your login. If you wish to review these notifications a second time, please go to the “Management”

tab on your home screen and go to “System news”. All enhancements will be shown there. As soon as something new is posted, the News will pop up again.

Edit of private supplier details

Private suppliers are editable directly within your Private Suppliers list. Please go to the “Management” tab on your home screen and choose “Suppliers”. Make sure the list for “Private suppliers” is marked, select the supplier you wish to edit and click “Edit” at the bottom of the screen.
Please note that if you are editing suppliers email addresses, you need to resend the request to this supplier and to cancel the request which was sent the “old” email address. If you are inserting an email address from someone who is already registered in iPCMP, your supplier will automatically be matched to the existing system supplier and the company name will be inserted in column “Matched Supplier”.

New EICC-GeSI Conflict Minerals Reporting Template 3.0 – Send requests for 2014 reporting

EICC-GeSI is working on a new Conflict Minerals Reporting Template. Your 2014 reporting should only be done with this new template. As a first step, iPoint has implemented a possibility to select the reporting year for a request. So you can already send requests for 2014 to your suppliers. You can find this field called “Reporting year” in the window where you send Supplier requests.
Please note that at the moment, your suppliers can only answer requests for reporting year 2013. As soon as the new EICC GeSI template will be available, your suppliers may also answer requests for reporting year 2014. Old requests (sent on or before 7th of March) will automatically be set as requests for reporting year 2013.

Previously Released Features

Send request reminders manually

It is now possible to send reminders to selected suppliers. To do so, please go to “All Supplier requests”, filter for the suppliers you want to send a reminder to and click on “Send request reminder”. Only suppliers with an open request will receive a reminder. Please do not forget to set an e-mail sender and adapt the reminder text (“Management” > “Request Reminder”) according to your requirements before you use this feature.

Smelter consolidation

New feature “Smelter Consolidation”: When performing a roll-up, users can now choose to consolidate smelters with similar information. At the end of the roll-up process, you will see a button for “Consolidate smelter list”. Click it if you would

like to reduce the number of smelters in your list and deleting probable duplicates (similar entries in address lines…).

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